Admission Policy

Date	Review Date	Lead Policy Writer(s)	Leader(s) Responsible
September 2026	September 2027	Admissions Team	Principal, Head of Administration

Revision History

Revision	Date	Comments / Changes
Original	24 September 2026	Full update: KHDA Registration & Refund Policy, Student Placement Guidelines, age cut-off 31 Dec, fees structure, Grade 12 exclusion, Inclusion Policy, Assessment Policy

1. Introduction

This policy sets out the admission procedures for all educational stages of the German International School Dubai (DISD), from Kindergarten to Secondary School. It ensures a transparent, fair and consistent process that complies with the regulations of the Knowledge and Human Development Authority (KHDA) and supports the school's inclusive ethos. DISD is an accredited German school abroad and its teaching is based on the curriculum of the state of Thuringia for primary school, secondary school I and secondary school II. The Kindergarten also works on the basis of the Thuringia educational plan.

2. Aims and Objectives

The aims of this policy are to:

- Ensure a clear, fair and transparent admission process for all applicants
- Comply fully with KHDA regulations, including the Registration and Refund Policy and the Student Placement Guidelines
- Place students according to age, prior learning and developmental readiness
- Identify language support needs (DaF) and special educational needs (SEND) at the earliest possible stage
- Support the successful integration of all students into the German-language curriculum

3. Scope

This policy applies to all new admissions and re-registrations from Pre-KG to Grade 11 at the German International School Dubai. Admission to Grade 12 is not possible (see Section 8).

4. Definitions

- Application Fee – Fee charged to process a new application (max. AED 500)
- Registration Deposit – Deposit charged after a formal offer has been accepted (max. 10 % of annual tuition)
- Re-registration Deposit – Deposit to secure a place for the following academic year (max. 5 % of annual tuition or AED 500, whichever is higher)
- DaF – German as a Foreign Language support programme
- SEND – Special Educational Needs and Disabilities
- SoD – Student of Determination
- TC – Transfer Certificate
- PSC – Parent-School-Contract

5. Legal Framework and Related Legislation

This policy is written in accordance with:

- KHDA Registration and Refund Policy (March 2026)
- KHDA Student Placement Guidelines for Dubai Private Schools
- KHDA Compliance Handbook for Private Schools in Dubai
- Dubai Inclusive Education Policy Framework
- KHDA Administrative Resolution No. 15 of 2026 – Approving the Dubai Inclusive Education Framework
- KHDA Directives and Guidelines for Inclusive Education for Private Schools in Dubai
- Executive Council Resolution No. (2) of 2017

In case of conflict between this policy and KHDA regulations, the KHDA regulations shall prevail.

6. Roles and Responsibilities

6.1 Role of the Principal and Leadership Team

The Principal and Leadership Team will:

- Ensure all staff are aware of and comply with this policy
- Ensure full compliance with KHDA legal and regulatory requirements
- Decide on admissions in accordance with this policy
- Monitor the effectiveness of the policy and review it annually
- The Head of Inclusion reviews relevant SEND information, coordinates individualised assessment and Provision Planning, and provides the professional recommendation on required provision.

6.2 Role of the Admissions Team / Policy Leader

The Admissions Team will:

- Lead the implementation of this policy
- Coordinate the admission and assessment process
- Ensure all required documentation is collected and processed
- Communicate clearly with parents throughout the process

6.3 Role of Teachers / Pedagogical Staff

Teachers and pedagogical staff will:

- Conduct assessments and language screenings as required
- Identify possible language support needs (DaF) and SEND
- Provide professional recommendations regarding placement and support

6.4 Role of Parents / Guardians

Parents / Guardians will:

- Provide complete and accurate information and documentation
- Inform the school about any known developmental, cognitive, emotional or behavioural needs
- Comply with the procedures and timelines set out in this policy
- Support any agreed language or learning support measures

7. General Admission Procedure

The school principal decides on the admission of a child.

All registrations take part in a assessment process. The aim is to recognise the child's potential in its entirety – capacity, behaviour, attitude and character – and to ascertain any need for German as a second or foreign language and/or other support needs, including special educational needs and disabilities (SEND. All assessments are age-appropriate and, from Grade 2 onwards, include computer-based capability screening.

Where SEND/SoD is known or identified, the Inclusion Admissions & Capacity Framework applies. For Students of Determination, the Entry Assessment informs Provision Planning and is not a pass/fail procedure.

7.1 Student Placement according to KHDA Student Placement Guidelines

Placement decisions follow the KHDA Student Placement Guidelines (effective from academic year 2026/27):

- For Pre-KG to KG2: Age (31 December of the year of admission) is the primary and overriding criterion. No placement above or below the chronological age group is permitted without prior written KHDA approval. The Transfer Certificate is only supplementary evidence.
- For Grade 1 and above: The Transfer Certificate is the primary placement reference. If the TC grade and the UAE age-grade chart diverge, the school must notify KHDA before confirming placement. Exceptional placement approval is required if the TC grade exceeds the age-grade chart by more than one year.
- Where no Transfer Certificate is available at Grade 1 and above, age applies as the default. The school conducts an internal assessment, creates a provisional support plan and notifies KHDA before placement is confirmed.
- Any retention, advancement or placement outside the chronological age group constitutes an exceptional placement and requires prior written approval from KHDA.

The detailed assessment procedures, including the identification of support needs (including SEND) and language support needs, are set out in the school's Assessment Policy.

7.2 Fees

An application fee per child will be charged for the entire admission procedure. The application fee may not exceed AED 500. It is refundable if the student is not offered a place following the assessment, or if the fee was collected without first informing the parents whether a place is available or that the child will be placed on a waiting list. The application fee is non-refundable if a formal offer is made and the parents choose not to accept it. The application fee is not deductible from the tuition fees.

After a formal offer of a place has been made and accepted by the parents, a registration deposit may be charged. This registration deposit may not exceed 10 % of the annual tuition fees. It is deductible from the tuition fees of the term of enrolment. The registration deposit is refundable if the parents formally notify the school of cancellation at least 60 calendar days prior to the student's start date. It is non-refundable if notification is given less than 60 calendar days prior to the start date.

All fees must comply with the KHDA Registration and Refund Policy (March 2026) and the School Fees Fact Sheet approved by KHDA. In case of any conflict, the KHDA regulations take precedence.

Before accepting an application or collecting any application fee, the school must confirm to the parents whether a place is available at the relevant grade/year group or whether the child will be placed on a waiting list.

Apart from the application fee, the registration deposit and the re-registration deposit, no additional payments may be requested to guarantee a student's enrolment or re-enrolment.

8. Admission Procedure for the Kindergarten

Parents/legal guardians shall apply for their child to be admitted to the Kindergarten for the following academic year by filling out the designated form. Should no place be vacant, a new registration must be made for the following academic year.

Admission is based on the guidelines issued by the KHDA. Children can be admitted in the academic year starting in September if they have reached the required age by 31 December of the year of admission (in accordance with KHDA regulations effective from academic year 2026/27).

Age group / Grade	Age determination
Pre-KG	3 years old by 31 December of the year of admission
KG1	4 years old by 31 December of the year of admission
KG2	5 years old by 31 December of the year of admission
Grade 1	6 years old by 31 December of the year of admission

Example: For the academic year 2026/2027 children can be admitted to Pre-KG who will be 3 years old by 31 December 2026.

A prerequisite for admission is that the children can use the toilet independently and no longer need nappies.

Where this is not yet possible due to an identified developmental or disability-related need, the case is reviewed individually through the Inclusion and Provision Planning process; this need alone does not determine admission.

8.1 Language Requirements and Priority Criteria

Upon admission before their 4th birthday children do not need to prove German language skills. At least one parent should speak German. Children aged 4 years and older must demonstrate language skills that give a positive outlook for the necessary language level upon starting school. A standardised language test will be conducted.

Where a need for language support has been identified, support objectives and review dates shall be agreed upon with the parents or legal guardians.

Children with identified German language support needs must receive appropriate language development support, starting no later than their fourth birthday. Participation in the school's German as a Foreign Language (DaF) programme is voluntary. Parents or legal guardians who choose not to enrol their child in this programme are expected to arrange suitable alternative language support in consultation with the school. The school's responsibility to provide appropriate educational support remains unaffected.

If the legally established requirements for progression are not met, the school reserves the right, following a documented assessment of the individual case and consultation with the parents or legal guardians, to deny progression from Kindergarten to Primary School, from Primary School to Secondary Level I, or from Secondary Level I to Secondary Level II. Any such decision shall be made strictly in accordance with the applicable Admission and Promotion Regulations, KMK and KHDA requirements, and any necessary approvals from the relevant authorities.

Places are allocated according to the following criteria:

- Criteria 1 – Language level: Native speakers (German spoken at home) have priority. Children with a positive language outlook are admitted if places remain.
- Criteria 2 – Siblings have priority.
- Criteria 3 – Children with special educational needs and disabilities (SEND) have priority.
- Criteria 4 – Older children have priority.

9. Admission Procedure for the Preschool

There is no automatic claim to a place in the preschool. Admission depends on the result of a standardised screening process and observation of the child's overall development.

A meeting with the parents will be conducted for children who are conspicuous for their age in terms of development. Support measures will be agreed. Where necessary, an expert opinion is required. Regular development target talks take place in accordance with KHDA guidelines. Should the child remain below age expectations despite support, the parents will be invited to a discussion on school career planning.

10. Admission Procedure for Grade 1

10.1 Children attending the preschool of DISD

Parents who wish their child to progress to Grade 1 shall pay the re-registration deposit. The re-registration deposit may not exceed 5 % of the annual tuition fees or AED 500 (whichever is higher). It is deductible from the tuition fees of the following academic year. For schools starting in September, the re-registration deposit may only be collected after the end of the spring break, and the payment deadline must not be set earlier than 1 May. The re-registration deposit is refundable if the parents formally notify the school of withdrawal at least 60 calendar days prior to the start of the following academic year.

Parents shall also complete and submit the transition form together with all required documents. The place in Grade 1 is only guaranteed through payment of the re-registration deposit and submission of the signed form.

Children undergo individual screening in October. Meetings with parents of children who are conspicuous in their development take place before the Christmas holidays. Support measures are agreed. Where necessary, an expert opinion is required. If there are concerns about the achievement of preschool goals, a trial period with a further screening after three months may be arranged.

10.2 Children who have not attended the preschool of DISD

If free places remain, parents of children who have attended other preschool institutions and are 6 years old by 31 December of the year of admission may apply. These children always take part in an admission procedure. A language test is conducted. If German language skills are insufficient, participation in a language support programme (DaF) is required. Children can be admitted to Grade 1 if they are 6 years old by 31 December of the year of admission.

11. Admission Procedure for Grades 2 to 11

In the case of available places, the school admits students who are able to follow the German curriculum of DISD, in accordance with KHDA guidelines and the conditions of the DISD.

Admission is generally possible for grades 2 to 11. Admission to grade 12 is not possible, as this is the final year of the Abitur qualification phase. Exceptional cases require individual assessment by the school management and prior approval from the relevant German authorities (KMK).

Admission during the current academic year is based on availabilities. And if

- all KHDA deadlines and regulations are observed,
- the assessment has been successfully completed,
- and a provision plan (including language and/or SEND support if required) has been agreed with the parents and notified to KHDA where necessary.

The school may request information from the previous school based on a standardised report form. Parents give their consent to the request of the student's file. Based on this, the school management decides on admission. If approved, parents receive a confirmation of "conditional admission".

The child participates in a standardized placement test according to age and grade to determine knowledge and skills in the main subjects (German and Mathematics). A language test is also conducted. If German language skills are insufficient, participation in a language support programme (DaF) is required.

On the basis of the assessment, school reports, files and expert opinions, the school determines the appropriate grade level and any required remedial lessons (subject to charge). The assessment also serves to identify possible special educational needs and disabilities (SEND) and other support requirements. Details are set out in the Assessment Policy.

Children with special educational needs and disabilities (SEND) and siblings are given priority.

11.1 Admission Categories

Category 1 – Regular admission: The child has achieved average or above-average test results for their grade group.

Category 2 – Admission with additional support: The child has achieved below-average results. Additional support within lessons will be agreed with parents.

Category 3 – Admission requiring individualised Inclusion Provision: SEND and/or significant barriers to learning or participation require individualised Provision Planning. Support arrangements follow the Inclusion Policy and Inclusion Admissions & Capacity Framework.

Additional charges apply only where individually required provision falls outside the DISD Standard School Service and are managed in accordance with applicable KHDA requirements.

Category 4 – Exceptional Placement (including possible placement in a lower grade): Any placement outside the chronological age group is only possible as an exceptional measure in accordance with the KHDA Student Placement Guidelines. It requires prior written approval from KHDA. The school will conduct a parental interview, a formal risk assessment and submit the case to KHDA. Admission remains conditional upon KHDA approval.

All additional conditions are discussed with the parents before admission. If the agreements are not observed, the school retains the right not to admit the child for the following academic year. Mid-year admission is only possible if KHDA deadlines and regulations are observed, free places are available and the test procedure has been successfully completed.

Category 5 – Placement on Waiting List: Applications that cannot be offered a place immediately due to capacity are placed on a waiting list for the relevant academic year. The waiting list is not managed on a first-come, first-served basis. Places are allocated according to the following priority order, subject to available capacity and the need to maintain a balanced class composition (gender, age, language profile and academic needs):

1. Emirati students
2. Siblings of currently enrolled students
3. Students with special educational needs and disabilities (SEND)
4. German native speakers or children with a strong German language level
5. Children currently attending the DISD Kindergarten or Preschool
6. All other applicants

Being placed on the waiting list does not guarantee a place. A new application is required for the following academic year if no place becomes available.

12. Children with Special Educational Needs

DISD provides an inclusive admissions process in accordance with KHDA requirements. A disability, diagnosis or identified support need does not in itself constitute a reason for refusal of admission.

Where SEND/SoD is known or identified, the Head of Inclusion is involved early. Available relevant documentation is reviewed and suitable Access Arrangements are provided. A medical diagnosis is not a prerequisite for assessment or admission.

Parents are required to provide complete and accurate information about any known SEND, developmental, learning, emotional or behavioural needs during the admissions process and to disclose any existing assessment or diagnostic information. In Kindergarten, parents are also required to complete the developmental questionnaire accurately. Where relevant information has not been disclosed, the school may review the admission and Provision Plan in accordance with applicable KHDA requirements.

Assessment findings inform an individual Provision Plan. The Head of Inclusion provides the professional recommendation on required provision; the final admission decision rests with the Principal. Any exceptional non-admission or waiting-list decision for a Student of Determination follows the applicable KHDA procedure.

KHDA Standard School Service is covered by standard tuition. Additional charges apply only to individually required provision beyond the Standard School Service and follow applicable KHDA requirements, including the ISA process where required.

Detailed procedures are set out in the Inclusion Policy and the Inclusion Admissions & Capacity Framework.

13. Mandatory Documents – Required to Initiate the Admissions Process

Relevant documents and forms are available from the Admissions Office and on the school website / parent portal.

Parents/guardians must submit soft copies only (PDF) of the following documents together with the application form:

Child's birth certificate (in English or official translation)

- Child's passport copy
- Most recent end-of-year academic reports and mid-year/term reports (if available):
- Emirates ID copy of the child (if already issued)
- UAE residence visa of the child (if already issued)
- Passport copies of both parents/legal guardians
- Emirates ID copies of both parents/legal guardians (if already issued)
- Custody papers recognized and legalized in the UAE (if applicable)
- Vaccination record (up to date)
- Transfer Certificate / Exeat from the previous school or kindergarten (to be submitted before the first day of school)
- Any relevant external reports (speech and language therapy, occupational therapy, educational psychologist, medical or clinical reports) in case of special educational needs
- Written consent for the school to request the student's file from the previous institution

Incomplete or inaccurate applications will not be processed. Documents must be clear, legible, valid and submitted in German or English.

Important: Copies of Emirates IDs are mandatory for the child and both parents/legal guardians. If these have not yet been issued at the time of application, it is the responsibility of the parents/legal guardians to submit copies to the Admissions Office immediately upon issuance, without the need for any further reminder from the school.

14. Confirmation of school place and offer letter

Parents whose children are accepted will receive an offer letter. Applications that cannot be considered due to capacity remain in the waiting pool for the respective school year. A new application must be made for the following school year.

In accordance with KHDA requirements, parents of every newly admitted student must sign the Parent-School Contract (PSC) before the official start date of the student's enrolment. The signed PSC defines the roles, responsibilities and expectations of both the school and the parents. Failure to sign the PSC within the deadlines set by KHDA may result in the withdrawal of the admission offer.

15. Sharing and Maintaining Awareness of this Policy

We will share and raise awareness of this policy via:

- Staff Handbook / Staff Portal
- School Website
- Parent Handbook / Parent Portal
- Meetings with parents and staff
- Written communication to parents (emails/letters)

16. Relevant Professional Development

Staff involved in admissions and assessments receive regular training on KHDA regulations, assessment procedures, language screening and inclusive practices.

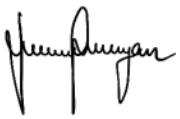
17. Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Admissions Team, the Heads of School and the Principal.

A statement of the policy's effectiveness and any recommendations for improvement will be presented to the Principal for further discussion and endorsement.

18. Linked Policies

- Assessment Policy
- DaF Policy
- Parent-School Contract
- Fee Schedule / School Fees Fact Sheet
- Inclusion Policy
- Behaviour Policy
- Inclusion Admissions & Capacity Framework

Principal:		Date:	24.09.2026
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