



Admissions Policy

Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.0	Jasmit Kang, Principal	September 2025	Amol Vaidya	August 2026

1. Admissions Policy

1.1 Glendale International School follows the Early Years Foundation Stage curriculum for children in the Foundation Stages and the National Curriculum for England for children in years 1-8. It provides ideas primary education for children who might continue in British schools in the UK or anywhere else in the world. Glendale is a truly international school and doesn't discriminate based on nationality, country of origin, religion or race.

1.2 Parents should satisfy themselves that this is an appropriate curriculum and educational model prior to making an application.

1.3 GSG management oversees the Admissions policy of the school and ensure that it allows the school to maintain its mission and to prosper.

1.4 We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to diversity and international mindedness.

1.5 We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.

1.6 Our school actively seeks to nurture the holistic development of your child. Where your child has a gift or talent then this should be identified and recorded on the online application form.

1.7 The school provides a rigorous international English-language education. Although fluency in English is not a criterion for admission, assessments are set in the English language.



1.8 The school is inclusive and has an inclusion support programme that seeks to address the individual needs of all students including those experiencing special educational needs and disabilities, the gifted and talented and English language learners. Parents or guardians of any applicant having a specific known need must submit complete reports with their application. These might include Individualised Education Plans (IEPs) or other reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision.

1.9 The school adheres to UAE law and KHDA guidelines. The knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai. The KHDA regulates private schools in Dubai. There are certain requirements that must be met by both parents and the school to enable the students to attend a private school. The KHDA provides a Parental Guide for school admissions on their website <https://www.khda.gov.ae/> which sets out essential information for parents.

2. Admissions Procedures

2.1 Applications for admissions accepted at all times during the school year. Applications must be completed online through the school website. If there are no places available at the time when the application is placed, then the application is placed onto the school's waiting list.

2.2 When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

2.3 Selection Criteria

Selection is based on multiple criteria. These are:

- Performance in the entrance test. Admissions to the Foundation Stage will be subject to a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social, and emotional development, their communication and language skills, and some consideration of their physical development. FS1 and FS2 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Admissions to Year 1-8 will be subject to a review of the child's most recent school report and may include further additional assessments and/or an interview.
- Past school results and report



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- Face to face interview, if required, with the Admissions Office / School Counsellor / Academic Coordinator / School Principal / or other designated school staff.
- Age appropriateness for the year / grade level to which admission is sought
- Our policy is to place children in age-related year group (in accordance to KHDA date ranges) and we do not accelerate children into higher year groups and rarely are they displaced into lower year groups. ***Children who are transferring from schools following different curriculum may need to apply for different year groups and are advised to contact our Registrar for advice prior to completing their online registration.***
- EAL Support – students who are new to English or have not been schooled with English as the primary medium of instruction can avail of this support. The admissions team is able to decide if further assessment or support is required, based on initial assessment. Parents will be advised accordingly.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the KHDA.
- The curriculum is delivered in English and in all areas of the school English is used. Therefore, to fully access the curriculum at Glendale, children are required to be fluent English speakers and be able to read and write in English at a good level for their age. If this is not the case on entry, Glendale has provision in place to support children in accessing learning.
- Glendale has limited spaces for children with some specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure adequate provision is planned to meet their child's needs. ***Failure to disclose relevant information at the time of application may result in a delay in provision.***

2.4 Age & Cut-off Year of Entry

The UK Curriculum Group of Schools uses the student's age by the cut-off date 31st August, in accordance with the current KHDA guidelines and follows the last year group the student has completed to promote them to the next year. (For 2026–2027 we will follow the new age criteria given by KHDA cut off date being 31st December).

The last year group completed takes priority over age with regard to the student's promotion to the next year group, however, all students are assessed to ensure they are ready to enter the next year group. For FS1, FS2, year 1 & year 2 students are placed according to their age and from year 3 upwards, the UK Curriculum Group of Schools will follow in from the student's last year group studied and support this with an assessment.





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The students must be the appropriate age to join the year group on or before the 31st August for current year & 31st Dec for 26–27 and show they are school ready for the year group they are applying to in their assessment. The 31st August is an age cutoff date that is practiced in a number of northern hemisphere countries, UK and Dubai.

In case of an application for a student to enter a lower year group than their age-appropriate year group due to various reasons agreed by the school and the parents, the school will request a demotion from the KHDA once the student is enrolled to confirm that the parents agree for the student to enter a lower year group. This is not common practice, but sometimes a necessity agreed between school and parents. There may however be other considerations that could impact whether a student is placed in their age-appropriate year group. This could include:

- When it may be in the best interest of the students to be in a year group below age expectations. This will only be completed with express permission of the parent, KHDA, and in collaboration with the Head of Inclusion, Head of School and Principal.
- The cut-off date in the student's country of origin (the school aims to avoid situations in which the student will be penalized on return to their home country, where possible)
- The student's successful completion of the equivalent grade elsewhere.
- A transcript or report cards from the previous year demonstrating exceptional academic performance and social skills.

Glendale International School provides the English National Curriculum and Early Year Foundation Stage Curriculum but welcomes applicants who have been studying a different curriculum.

The following shows the correct age and year for a student to join and the equivalent grade comparison chart.



Year & Grade - Plus Age Comparison			
	Year	Age as of 31st August	Equivalent Grade
Early Years	Rising 3s	2 Years Old	Nursery
	FS1	3 Years Old	Pre-KG
	FS2	4 Years Old	KG1
Primary	Year1	5 Years Old	KG2
	Year 2	6 Years Old	Grade 1
	Year 3	7 Years Old	Grade 2
	Year 4	8 Years Old	Grade 3
	Year 5	9 Years Old	Grade 4
	Year 6	10 Years Old	Grade 5
Secondary	Year 7	11 Years Old	Grade 6
	Year 8	12 Years Old	Grade 7
	Year 9	13 Years Old	Grade 8
	Year 10	14 Years Old	Grade 9
	Year 11	15 Years Old	Grade 10
Sixth Form	Year 12	16 Years Old	Grade 11
	Year 13	17 Years Old	Grade 12



2.5 Procedures for Assessment

- All invited applicants will undergo assessments. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.
- For applicants based locally, assessments will be undertaken at the school premises. For applicants currently outside UAE abroad assessments can be arranged on providing the school with the current school reports and if further assessment is required for non-SEND and EAL students, the parents have to provide the school with the current school teachers official email address to evaluate the child on behalf of the school. The evaluation and year placement will be done by the school. Assessment fee is applicable for both onsite and abroad assessments.
 - Where appropriate a face to face interview may also be undertaken with the relevant school authority.
- The following documents are required at the time of assessment:
 - Most recent school/nursery reports
 - Birth vaccination & Updated immunization records
 - Birth certificate
 - Students and parents passport
 - Students and parents visa
 - Students and parent Emirates ID
 - Passport size photo
 - Transfer certificate (Attested as per below)
- **For overseas transfers:** *copy of the transfer/leaving certificates, attested as per the requirements of the regulatory authorities, KHDA. (click for sample - [Transfer certificate form](#))*
- **For local transfers:** *KHDA attested transfers certificate from the previous school in Dubai.*
 - Copy of immunization records
 - 2 passport size photos
 - It is mandated by the regulatory authorities of the UAE that on enrollment, the Emirates ID of student and parents be electronically swiped at the admissions office in order to be registered with the regulatory body KHDA. Once this registration is approved by the KHDA, parents will be invited by the school to electronically sign the parent school contract as the final step of the student's official registration.



2.5 Parent School Contract (PSC) – Applicable for new admissions only

- It is mandatory for parents to sign the Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

3. Assessment Fees

- All applicants who are invited for assessment are required to pay a non-refundable assessment fee of AED 525.

4. Withdrawal & Refund Guidelines

- Any student can withdraw from the UK Curriculum Group of Schools at any time of the year, regulation guidelines are listed on KHDA website.
- Every parent needs to complete a withdrawal form and will have the opportunity to meet a member of the Senior Leadership Team to discuss why they plan to withdraw.
- Depending on the time of withdrawal within the term, charges will be made.
- All withdrawing students will be notified to the Principal.
- In order to comply with government rules, the school must be informed of the country to which the student is being transferred. If the student is transferring to another school in Dubai or other part of the UAE, the school will prepare a leaving certificate which is charged to the parent at AED 120.
- In order to do so the Admissions Manager must be informed in writing of the school to which the student is transferring in order to prepare the correct documentation.

5. English as an Additional Language (EAL)

- English is the main language of instruction.
- GIS is committed to making its EAL program available to students whose first language is not English. If a student identified as requiring possible EAS support (either through identification by the parent or through the assessment process) the inclusion team will become involved and conduct further testing. Based on the results of this assessment and in collaboration with Admissions and the Inclusion team and respective Head of School support will be put in place pending available resources in the school.



6. Outputs/References & Policy Review

All the admissions related records are maintained and required follow up are listed below:

Document Checklist – used for updating the document status along with the undertaking of the parent if any document is pending:

- Parent Disclaimer Form
- Transport Form
- DHA Form
- Placement Test Results, if any

This policy is to be reviewed annually, though; any deficiencies or weaknesses in admissions will be remedied without delay. The Principal will undertake an annual review of the Admissions policies and procedures and of the efficiency with which the related duties have been discharged.

Appendix 1 – Admissions Process Chart

The process:

1. Fill in the [enquiry form](#) and one of our Admission Counsellors will get in touch with you.
2. Payment of application fee
3. Assessment of students
4. Submission of documents. Click [here](#) for the list of documents.
5. Payment of Registration deposit
6. Generation of parent school contract
7. Payment of tuition fees

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