The Indian International School, DSO

ADMISSION, REGISTRATION & WITHDRAWAL POLICY

V12

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1. RATIONALE

The purpose of this policy is to ensure that the school adopts an admission process that:

- provides a defined, transparent and barrier free process for admission;
- holistically provides high quality education, allows students to capitalize on their abilities and maximize their full potential;
- ensures that students who experience *Special Education Needs and Disabilities* (SEND) will be provided with the support, accommodation and curricular modifications required to enable equitable access to educational opportunities;
- supports preference for "sibling priority" to students who experience *Special Education Needs and Disabilities* (SEND), subject to availability of seats;
- aims to be inclusive at all times unless it is not possible to fully support the particular child due to constraints beyond our control e.g. infrastructure or personnel; and
- ensures all admissions are made in accordance with the rules and regulations of the regulatory authorities.

2. POLICY STATEMENT

We admit students in line with the KHDA regulations ensuring that our admissions process is as clear and hassle-free as possible. We are proud of our visible commitment to diversity, and we impart high quality education in line with the school's Vision and Mission statements. An ethos of positive classroom culture and inclusive education permeates all aspects of the school system that develops qualities such as compassion, tolerance, respect for the rights and cultures of all people, and the development of environmental responsibility in our students. Our aim is to foster an atmosphere of academic excellence, intellectual inquiry, critical thinking, and innovation. Finally, we guarantee fair practice of enrollment in all grades without any discrimination of gender, caste or religion.

3. SCOPE

The principles and procedures set out in this policy apply to the various stages of admission support available to all applicants.

4. ADMISSION CRITERIA

Pre-KG and KG 1

Admission to Pre-KG and KG 1 is based on the following:

- Age - child seeking admission to Pre-KG should be 3 years old as on 31st March of that academic year;
  - child seeking admission to KG 1 should be 4 years old as on 31st March of that academic year;

  (subject to changes as informed by regulatory authorities);
- Assessment - an assessment session to ascertain child's ability in independent speech and physical development to attend a pre-school. During the assessment, special efforts are taken to identify children with special needs. This will enable the school to provide adequate support to students of determination in the class;
- Admission to Pre-KG and KG1 is offered as per availability of seats;
- Capacity - total intake of new admissions in Pre-KG and KG1 is completely dictated by capacity;
- Management discretion – number of seats reserved for each year.

KG 2 TO GRADE 9 & GRADE 11

Eligibility for admission is based on the following:

- fulfillment of relevant age criteria as laid down by the Ministry of Education, UAE;
- submission of previous school and grade records (Transfer Certificate and progress reports) for applications in Grade 2 and above;
- Performance in the Eligibility Test;
- Admission is offered:
    - if the student clears the minimum performance criteria for each level
    - based on the student's rank in the merit order list
    - if the rank in the merit order list with falls within the vacancies available for that grade level for that year.

GRADES 10 & 12

Eligibility for admission is based on the following:

- subject to the availability of seats;
- performance of the student in internal assessments in Grade 9/11;
- Eligibility test based on syllabus of the previous grade;
- submission of a **valid CBSE registration for Grade 9/11,** with subjects and subject combinations aligned with those offered by the school;
- admission confirmation is subject to approval of transfer by CBSE.

5. ADMISSION SUPPORT FOR STUDENTS OF DETERMINATION

School welcomes students of determination and has a learning support program, addressing the individual needs of all students including special needs, gifted and talented. Where a student's specific educational needs have not been previously identified, the school will work collaboratively with the student and parents to understand their individual strengths, needs and barriers to learning, and determine the appropriate level of support within the school's existing provision. Parents are expected to share relevant assessment, diagnostic and professional progress reports available to them and work in partnership with the school.

Where ongoing reviews indicate the need for an external psychoeducational assessment to deepen the understanding of the student's barriers to learning and inform appropriate support, parents are expected to cooperate with the school and provide relevant professional assessment and progress reports when requested, to support their child's learning and development. We expect parents to work closely with us if a particular educational need is identified during or following the admission process.

- All admissions are made in accordance with the rules and regulations of the regulatory authorities.
- The school supports preference for "sibling priority" to students who experience Special Education Needs and Disabilities (SEND), subject to availability of seats.
- Parents of any child, who experiences SEND are requested to indicate this on the application form and provide comprehensive details, including any available school progress reports, Individual Education Plans (IEPs), and previous medical or psycho-educational assessment reports. Sharing this information enables the school to plan and provide the most appropriate support for the child.
- The Circle of Inclusion and Wellbeing conducts the screening and assessment of the applicant and in consultation with the Principal, determines whether the school is able to meet the applicant's needs and make the necessary provision available.
- School proactively identifies practices that may restrict, limit or prevent a student from accessing education alongside their peers, and plans action to ensure minimization of any impact upon a student's learning experience and outcome.

- In exceptional circumstances, an enhanced level of provision may be registered through an individualized service agreement with KHDA including a stated individualized service fee.
- In exceptional cases where the school denies admission to a student of determination, the decision will be made in accordance with KHDA policies and procedures, with clear criteria and rationale.

6. PROVISION FOR SPORTS

The sports committee reviews and recommends admission requests made in the category 'excellence in sports'.

- A list of applicants based on the applicant's sports background and certificates is forwarded to the Sports committee.
- The applicants' portfolio is scrutinized and if the applicant has a winning record in a particular field, the sports committee forwards the names of such applicants for direct admission, if the particular sport is prioritized by the school.
- This list is approved by the Principal and forwarded for CEO's approval.
- Final approved list is forwarded to the Registrar's office for direct admission under sports quota.

Deserving applicants are determined as follows:

- CBSE National level certificate holders (CBSE listed games)
- State level position holders (Some games may not be listed in CBSE e.g., cricket)
- CBSE cluster champions (Individual games e.g., swimming)

7. PROCEDURE FOR ADMISSION AND REGISTRATION

- Parents must register with the school through its website: https://iisdso.ihsdubai.org/ . The registration dates will be announced on the school website.
- Registration completed for a specific campus is only valid for that particular campus. The same registration is not transferrable and will not be considered valid for admission to other campuses of The Indian High Group of Schools.
- Registered applicants will be notified to appear for the assessment / eligibility test based on availability of seats.
- Prospective students will be required to undertake ***CAT4*** (Cognitive Ability Testing) after admission, if they have not taken a CAT4 assessment in their previous school over the last two years.
- Admission is offered to students meeting the criteria subject to payment of fees and submission of all valid documents listed below.
  i. copy of student's passport, visa and Emirates ID
  ii. copy of both parent's passport, visa and Emirates ID
  iii. copy of student's birth certificate
  iv. recent passport size photograph of the student
  v. Vaccination records of the student
  vi. Copy of school progress reports of the previous grade, the recent examination taken in the school and any external assessment reports (eg.CAT4 – Cognitive Ability Testing).
  vii. Transfer Certificate or School Leaving Certificate from the school last attended (with applicable attestations).
- As per KHDA requirements, it is mandatory for all students to be registered in the KHDA system and parents to sign the Parent School Contract prior to attending school. All documents must be submitted to complete the KHDA registration and Parent school contract formalities.

8. WITHDRAWALS

- When a parent wishes to withdraw their child from the school, they must submit a Withdrawal/Transfer Certificate (TC) request through the parent portal, clearly specifying the intended date of withdrawal.
- For students withdrawing during the academic year, 8–10 working days from the student's last date of attendance are required to process the transfer certificate request.
- For withdrawals at the end of the academic year, transfer certificates will be issued after obtaining the required approval from the regulatory authorities, typically by the third week of April.
- For Grades 10 and 12, transfer certificates will be issued four weeks after the declaration of the CBSE Board examination results.
- The librarian will provide clearance confirming that all books borrowed from the school library, if any, have been returned.
- The fee department will determine any outstanding fees payable in accordance with KHDA guidelines, along with the applicable charges for the Transfer/School Leaving Certificate.
- The Transfer/School Leaving Certificate will be issued only after all outstanding school dues have been cleared and any books borrowed from the school library have been returned.
- The student's details will be recorded in the Withdrawal List, and the information will be forwarded to the class teacher through the Supervisor to facilitate the removal of the student's name from the class register.

9. STRIKE-OFF RULES

A student's name will be taken off the school rolls on the following grounds: Absence from school for a period of 30 continuous days without intimation to the school and prior permission of school authorities.

10. RE-ADMISSION

Re-admission / name continuation* is based on the following:

- Subject to availability of seats
- Approval of regulatory authorities

All procedures as the new admission will apply, including eligibility test and payment of applicable fees.
*Terms and Conditions apply

11. REFERENCES

- Ministry of Education / KHDA guidelines for age criteria and placement.
- Dubai Inclusive education Policy Framework (2017)
  _https://www.khda.gov.ae/cms/webparts/texteditor/documents/Education_Policy_En.pdf
- Stipulations of the ***UAE Executive Council Resolution No. (2) of 2017***

12. EVALUATION AND REVIEW

The policy is revised annually or whenever the regulatory bodies like MOE and KHDA make changes in the regulations.

Authority:

The policy is drafted by the Registrar's office with input from school administrators including Principals and CEO. Any exceptions to the policy can only be recommended by the C.E.O

Responsibility:

The Registrar is responsible to implement the policy according to the guidelines stated.

13. EFFECTIVE AND REVISION DATES

The policy has been in effect since 1st April 2014 and was last revised in September 2026. The policy will be reviewed in September, 2027.

Punit MK Vasu
CEO

Rebecca Antony
Principal

Manju Singh
Head of Enrollments

Deepika Dasani
Executive Registrar