



IB Curriculum Group of Schools Admissions Policy 2023



**DUBAI
BRITISH
SCHOOLS**



**AMERICAN
ACADEMY
FOR GIRLS**



**مدارس دبي
DUBAI SCHOOLS**



**GREENFIELD
INTERNATIONAL
School**



**UPTOWN
INTERNATIONAL
School**



**JUMEIRA
BACCALAUREATE
School**



**RAHA
INTERNATIONAL
SCHOOL**



**Jebel Ali
School**



**مدارس الشراكات التعليمية
CHARTER SCHOOLS**

Policy Title	Admissions Policy - IB Curriculum Group of Schools
Policy Number	IB Curriculum Schools - 001
Version	1
Effective Date	April 2023
Scheduled Review Date	April 2024
Supersedes	All individual School Admissions Policies

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1. Introduction

The International Baccalaureate (IB) World Schools offer high quality education to all nationalities from 3 to 18 years old and is non-discriminatory accepting students from all sections of society, including students of determination.

The IB World Schools and their ethos promotes global citizenship whilst recognising the international profile of schools in the UAE. The IB World Schools believe every child has the right to quality education and learning. The IB World Schools value an inclusive education as it “allows students of all backgrounds to learn and grow side by side, to the benefit of all” (UNICEF, Inclusive Education).

1.1 Statement of Intent

The IB World Schools aim to enroll students who are naturally curious, who think deeply, take risks and reflect on their learning. Parents are valued that are committed to partnering with the school for the academic, personal, social and emotional development of their children. Research has clearly demonstrated that students are most successful when their parents are effectively involved in the learning of their children. Parents are expected to embrace the school’s guiding statements and expectations.

The IB World Schools foster a strong community in all its schools that represents a variety of backgrounds and experiences and whose members embody the IB learner profile with high academic aspirations for all students. It is committed to inclusion and the support of each student with excellent pastoral care. We believe that students’ learning, interaction, and growth through the School and IB curriculum are even more exciting and enriching when they interact with peers who bring a diversity of backgrounds, life experiences, and perspectives to the campus.

We invite all prospective parents to apply online through the individual school websites. We consider each application individually, taking into account academic ability, behaviour, and additional learning needs.

After the application, the student may be required to sit an assessment appropriate to the age and stage of the student ~~in their learning~~. We ensure that all prospective parents and students are treated fairly, equally, and consistently and that the admissions criteria is clear, transparent and accessible.

We welcome students into every grade (apart from Grade 12), depending on availability of places and will offer places to students who have completed the school’s admission process for the appropriate grade and met the school’s admissions criteria. We aim to make the admissions process as smooth and transparent as possible for both prospective

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students and parents alike.

1.2 Aim

The aim of the admission policy is to inform prospective parents of the admission criteria, process and to ensure fairness and equity in the admission procedure

1.3 Definitions

The schools within the IB World School group are as follows;

Greenfield International School (Age 2-18)
Jumeirah Baccalaureate School (Age 3-18)
Raha International School, Gardens Campus (Age 4-18)
Raha International School, Khalifa City Campus (Age 3-18)
Uptown International School (Age 6mths-18)

1.4 KHDA & ADEK

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 student 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.

The Abu Dhabi Department of Education & Knowledge (ADEK) is the educational quality assurance and regulatory authority for private schools in Abu Dhabi. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. ADEK provides a Guide for School Admissions on their website <https://www.adek.gov.ae/> which sets out essential information for parents.

1. Policy Procedure

2.1 Prioritisation

When the school receives an application, students are placed into the admissions pool according to priority groupings as described below:

1. Taaleem board members
2. Taaleem teaching and executive staff children
3. Siblings of students currently attending the school
4. Government partner staff children
5. All other applications

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2.2 Age & Cut-off for Grade of Entry

The IB World Schools uses the student's age by the cut-off date 31st August, in accordance with the current UAE guidelines and follows the last year group the student has completed, to promote them to the next year. 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 the teacher is provided information to support placing the child on the correct learning pathway. For Nursery and Early Years (Age 6mths-6) students are placed according to their age and from Grade 2-12 upwards, the age is a guideline and acceptance to the following grade is determined by a valid school report and/or transfer certificate taking into consideration equivalencies between curriculums.

The student must be the appropriate age to join the grade on or before the 31st August and show they are school ready for the grade they are applying to. In the 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 approval from the KHDA or ADEK once the student is enrolled to confirm that the parents agree for the student to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessary agreement 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:

- a) When it may be in the best interest of the student to be in a year group below age expectations. This will only be completed with express permission of the parent, KHDA/ADEK, and in collaboration with the Head of Inclusion, Head of School and Principal
- b) The cut-off date in the student's country of origin (the school aims to avoid situations in which the student will be penalised on return to their home country, where possible)

The IB World Schools follows the International Baccalaureate Curriculum Framework and welcomes applicants who have been studying within a different curriculum.

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

	Age as of 31 st August	USA/IB	UK
Nursery	6 mths +	Nursery	Nursery

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	2+	Rising 3s	Nursery
Primary Years Programme (PYP)	3+	Pre-K/Minis	FS1/Nursery
	4+	KG1/EY1	FS2/Reception
	5+	KG2/EY2	Year 1
	6+	Grade 1	Year 2
	7+	Grade 2	Year 3
	8+	Grade 3	Year 4
	9+	Grade 4	Year 5
	10+	Grade 5	Year 6
Middle Years Programme (MYP)	11+	Grade 6	Year 7
	12+	Grade 7	Year 8
	13+	Grade 8	Year 9
	14+	Grade 9	Year 10
	15+	Grade 10	Year 11
Diploma Programme (DP)	16+	Grade 11	Year 12
	17+	Grade 12	Year 13

3. The Application Process

Entry into any year group at any time is possible within the IB World Schools, where places are available, with the exception of Abu Dhabi where transfers are limited in Term 2 and 3 each academic year. Some IB World Schools that are oversubscribed will list on their individual websites whether a grade is at a waitlist stage. Applications for future academic years will open one year in advance. Submitting an application does not guarantee an admission offer or availability of a place.

3.1 How to Apply

Parents complete an online application form and submit the required documents to the Admissions Office. In Dubai, a non-refundable application fee of 525 AED including VAT must be submitted before the application can progress.

If the parent is applying from overseas, the Admissions Office may contact the student's current school and ask for them to assist in the assessment process. Students may be invited to attend an assessment. A confidential reference form will be sent to the student's current school.

Further assessments to establish English language level or learning support needs may be required. The IB World Schools may also request additional supporting information from the student's current school.

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3.2 Documentation to Submit

All relevant information must be declared including details of disciplinary, social, physical, medical or psychological problems and any possible learning support needs. If the IB World Schools learn that relevant information has not been revealed, any offer of a place may be withdrawn, even if the student has already started within an IB World School.

At application stage parents will be asked to upload documentation, including previous school reports, the photo page of each family members passport copy, Emirates ID's and other documents later requested by the Admissions Team. One of these documents is the 'Transfer Certificate' this will be a document that a parent will ask the student's previous school to prepare and the student will not be able to start their new school without it.

In Abu Dhabi the Transfer Certificate is only applicable if transferring from outside the Emirate of Abu Dhabi. The Transfer Certificate must be attested according to the ADEK attestation requirements as listed on the schools' individual websites.

3.3 Applying to Multiple Taaleem Schools within Dubai

Payment of the non-refundable application fee (AED 525) is required when applying to each school within the Taaleem Group within Dubai, unless the school is unable to offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school.

3.4 Admissions Pool & Waitlist

As applications are completed, they will be reviewed and places offered where possible. Where the number of applications exceeds the number of places available, the IB World Schools will offer places in the waiting pool, this does not guarantee a place, but the parent will be contacted regularly in order to discuss keeping the application in the waiting pool for the current academic year. Places will be offered from the waiting pool on an ongoing basis as soon as they become available. If nothing becomes available, children are invited to re-apply for the following year as applications do not carry over automatically.

3.5 Deferral of Offer

Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term within the same academic year. This is possible pending availability of the seat and only if parents inform the Admissions team before the date of the student's original admission date.

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3.6 Returning Students

Students returning within one year from their date of leaving may be required to sit an additional assessment, and updated school reports will be required.

3.7 Assessments

The IB World Schools aim to provide a happy, purposeful environment for students and we try to demonstrate this on assessment days by putting candidates at their ease and making it as pleasant an experience as possible.

3.7.1 Assessments in Dubai schools

In Dubai, all new potential students undergo an assessment process with the Admissions Office, regardless of grade, school or country they are from.

- For Pre-KG to Grade 2, the students may be involved in more play-based assessments or in-class experiences. Older students, GR1 to GR3 may also be required to complete a one-to-one paper assessment with a teacher that is appropriate for their age.
- Some schools vary for Grade 3 or Grade 4 upwards, the students are required to complete a CAT4 test online and may be required to complete an additional assessments for English, Mathematics and Arabic.

The IB World Schools do not provide entry assessment results to candidates' parents as it considers these to be meaningless in isolation, but a senior member of the relevant grade or Admissions representative is always happy to discuss the student's performance.

3.7.2 Assessments in Abu Dhabi Schools

In Abu Dhabi, the assessment process is slightly different, as follows:

- For Pre-KG, EY1 & EY2: There will be no formal assessment in compliance with the school's guiding statements and ADEK regulations. Children applying to these grades will be invited for an informal stay and play session. The purpose of this visit is for parents and school staff to agree on whether the child's needs and abilities align with the school's capacity to help them reach their full potential.
- For Grade 1: All eligible applicants will be invited to attend a classroom experience at the school. It is considered along with the application to help us to understand the degree to which a child is ready to begin Grade 1.
- For Grades 2-11: All eligible applicants will sit a CAT4 assessment that will assess general cognitive ability in English, Math, and

Nonverbal Reasoning. Children who are overseas will be able to complete this step remotely.

The IB World Schools do not provide assessment results to candidates' parents as it considers these to be meaningless in isolation, but a senior member of the relevant grade or Admissions representative is always happy to discuss the student's performance.

3.7.3 EAL & SEND

Further assessment for English as an Additional Language and/or Special Educational Needs & Disabilities may be required in order to reach an admission decision, including possible referral for evaluation by Head of Inclusion and/or an educational psychologist. The IB World Schools strives to ensure that all individual needs can be met and welcome applications from students of determination. Each school has their own 'Inclusion Policy' please ask for this from the school you are applying to.

Inspire/Aspire program- (Only at Jumeirah Baccalaureate School)

The Jumeirah Baccalaureate School Inspire and Aspire programmes (in consultation with The Developing Child Center – TDCC) aim to support children who have significant inclusion challenges.

What is the eligibility criteria?

Currently, the Inspire and Aspire programme has three classes. Inspire Class (KG 2 – Grade 2), Inspire Class (Grade 3 – 5) and the Aspire Class (Grade 6-8) with older provision in the future. These classes are tailored to those who are not currently able to access mainstream schooling due to significant learning, communication, behavioural or adaptive functioning needs. The following are some entry requirements in order to be considered for the programme (this list is not exhaustive, and each case will be viewed on an individual basis bearing in mind the needs of the current student cohort):

Please find [JBS Inspire Programme brochure](#) and [JBS Aspire Programme brochure](#) for more information on these programmes. You can also contact JBS directly with any more questions that you have.

A more comprehensive assessment to enter these programs may be conducted. This may include an observation (either at the school or the student's current setting) or possibly a classroom trial. During this assessment, academic level, behavior and areas of challenge / need will

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be reviewed and compared to the eligibility criteria for the Inspire / Aspire programs.

3.7.4 After Assessment

After the assessment, and once all documentation is received by the school, the application will be reviewed by the Admissions review team. Together with the information provided in the application and school reports, an admission decision will be given in writing to the parent/guardian.

Admissions decisions are made at the discretion of the Principal.

Possible admission decisions are as follows:

1. A place is offered to the student
2. A probationary place is offered to the student, linked to conditions set by the school which must be accepted and met prior to joining
3. The student is waitlisted for a place
4. We are unable to accept the student

3.8 Criteria for Admissions

Within the IB World Schools, the criteria of acceptance is on an individual basis. However, broadly we seek to enrol the following students;

1. Who are motivated and determined
2. Whose academic performance (where applicable) is at an appropriate level
3. Whose conduct is good overall and those that are respectful to others
4. Who are and whose parents are committed to the IB World Schools' mission and vision
5. Whose qualities will enrich the IB World Schools' community and who will make a positive contribution

3.9 Consequences

Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.

4. Acceptance of offers

Parents will be given five (5) days in which to respond and accept the place offered. To secure the place a payment of the registration deposit must be made, which will be offset against the termly fees.

In some circumstances there may be a conditional acceptance which means that the student is accepted, subject to some additional criteria being met within an agreed timeframe. These will be clearly documented

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in the admissions offer letter. In order to confirm the students place, parents must meet the requirements of the KHDA or ADEK, including submitting all registration documents required by the KHDA or ADEK authorities.

4.1 Special Educational Needs & Disabilities (SEND)

The IB World Schools welcomes students of determination. The IB World Schools will comply with their legal and moral responsibilities under UAE law, in order to accommodate the needs of applicants. Further assessments and information may be sought from parents in order to put effective support in place.

The Head of Inclusion will review and determine the appropriate provision for the student, which may include additional costs to the parents/guardians. This could be either/both in the form of 1:1 Learning Support Assistant and/or specialist support from outside agencies (such as speech and language therapy, occupational therapy...). All conditions for specific intervention must be agreed to by the parents upon acceptance of the admission offer and put into place after admission. Should additional needs be identified after admission, all offers are conditional upon acceptance of supplementary educational provision, outside agency involvement and associated costs deemed necessary by the school.

Parents are expected to provide the school with copies of all medical, psychological or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student. Failure to disclose any such information, including the deliberate withholding of information, may result in the student not being able to continue at the school.

For more information on the Inclusive practices of each individual school, and particularly in relation to students with Special Educational Needs or Disabilities please see the school Inclusion and SEND policies listed on their websites.

4.1.2 SEND in Dubai schools

Applicants who experience a barrier to learning

In Dubai, we believe that access is not only dependent upon the admission of the student. As stated by the [Implementing Inclusive Education: A Guide for Schools](#) access includes:

“the extent to which a student is able to engage with and actively participate in appropriately challenging learning experiences”.

Thus, procedures which assess a student's educational need or potential barriers to learning form an integral part of the admissions process. Outcomes of these assessments and information provided by the parent / caregiver allows the Admissions Committee and Inclusion Team to proactively identify aspects that may restrict, limit or prevent a student from accessing education alongside their peers. Particularly vulnerable groups include:

- a. Students of Determination (Students with Special Educational Needs, also known as SEND).
- b. Students whose home language is not English – English as an Additional Language (EAL).
- c. Students who are Gifted & Talented (G&T).
- d. Students who might be subject to abuse or harassment, for whatever reason or may be at risk for significant harm.
- e. Students whose family are in crisis or under great stress.
- f. Students with poor attendance and/or punctuality.
- g. Students who are at risk of disaffection and exclusion from school.
- h. Students who have a temporary high-level need.

Students of Determination (SEND)

In Dubai, school are committed to (in line with the Dubai Inclusive Education Policy Framework):

- a. Ensuring that admission to the school is not conditional upon the submission of a medical diagnosis and ensuring that students are not refused admission based solely on their experience of SEND.
- b. Ensuring students who experience SEND will receive 'sibling priority' for admission to a specific school or educational programme.
- c. Ensuring that students who experience SEND will be guaranteed the right to receive quality education and training in all types and phases of schooling.
- d. Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments.
- e. Providing access to appropriate provision, resources and curricular options for students of determination.
- f. Ensuring that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities.
- g. Ensuring we promote the principle of equity for students who experience SEND.

For more information on parental rights and responsibilities relating to the admissions process please see the KHDA publication [Advocating for Inclusive Education – A guide for parents](#).

4.1.3 SEND in Abu Dhabi school

In line with the Abu Dhabi Department of Education & Knowledge's guiding principles, Abu Dhabi schools will admit students with mild to moderate special education needs and offer additional learning support as required or needed, provided there is availability in the program. Abu Dhabi schools will not refuse or withhold admissions of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases).

Abu Dhabi schools may waitlist students who are performing at a level significantly below the expectations for their year group, or who may require support, if the needed support programme is at capacity. Please note there may be an additional charge for this service dependent upon the age and level of support required. This charge could be up to 50% of basic school fees in accordance with ADEK policy.

4.2 English as an Additional Language (EAL)

Notwithstanding the fact that English is the main language of instruction, The IB World Schools is committed to making its EAL program available to students whose first language is not English. If a student is identified as requiring possible EAL 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 in order to support the successful admission of the student.

4.3 Class and Set Sizes

Offers can only be made if a place exists in the grade or subjects are available in MYP and/or DP. Due to the transient and uncertain nature of the international community in the UAE, there must be some flexibility when making offers. The Taaleem IB schools class sizes do differ from school to school depending on their approval from KHDA or ADEK but generally, the maximum class size is between 20 and 28. You can contact the school you are interested in to get the maximum class size for the Grade you are applying to.

4.4 Orientation

New students and families that are joining at the start of the academic year

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are introduced to the school by the Admissions team.

The school will hold an orientation day for new students before the new Academic Year to ensure they settle into the school as quickly as possible. There is close liaison between the Admissions Manager, Principal and Heads of Schools.

Students may have placement testing in certain subjects during this period.

4.5 Toileting Policy

All students (Pre-K upwards) should be fully toilet trained (both urinary and fecal) by the time of starting school and must accept the school's policy on toileting. The school recognises that accidents, both urinary and fecal incontinence, do occur at times and the school will make provision for students where this happens on occasions but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please reference the school's procedures on toileting.

5 Registration & Re-Registration

5.1 Registration fees

New students will be required to pay a registration fee to secure their place at IB World Schools.

5.1.1 Registration fees in Dubai schools

New students will be required to pay AED4,000 of the annual tuition as a non-refundable registration fee to accept a place. This will be deducted from the tuition fees for the joining term.

5.1.2 Registration fees in Abu Dhabi schools

New students will be required to pay a 5% of the annual tuition as a non-refundable (after April 30th) registration fee to accept a place. This will be deducted from the tuition fees for the joining term.

5.2 Re-registration Fees

Current returning students will be required to pay a re-registration fee to secure their place for the following academic year if returning to the school. Failure to pay the re-registration deposit can result in a student's place in the school being revoked.

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The IB World Schools reserves the right to refuse the issue of academic reports and refuse re-enrolment for students when fees are repeatedly not paid on time or if they have not been settled for the previous academic year.

5.2.1 Re-registration Fees in Dubai schools

Current returning students will be required to pay AED2,000 non-refundable re-registration fee to hold places for the following academic year, to be deducted from the first term's tuition fees.

Should the family relocate outside of the UAE or to another Emirate, the school can offer a refund of the deposit before the academic year for joining commences. Such refund requests must be made in writing to our Admissions Office with evidence of the relocation and will be reviewed at the school's discretion. The IB World Schools in Dubai reserve the right to seek further documentation to support the request. Unfortunately, they are unable to offer any refund of the deposit for requests for any other reasons other than relocation out of Dubai.

5.2.2 Re-registration Fees in Abu Dhabi schools

Current returning students will be required to pay a 5% non-refundable (after April 30th) re-registration fee to hold places for the following academic year, to be deducted from the first term's tuition fees.

Should the family relocate outside of the UAE or to another Emirate, the school may, up until 30th June of the same year, refund re-registration fees. Such refund requests must be made in writing to our Admissions Office by 30th June and will be reviewed at the school's discretion. The IB World Schools in Abu Dhabi reserve the right to seek further documentation to support the request. Unfortunately, they are unable to offer any refund of the deposit for requests received after 30th June.

6. Withdrawal & Refund Guidelines

Any student can withdraw from The IB World Schools at any time of the year, regulation guidelines are listed here [KHDA Refund Policy](#) for Dubai schools, and here [ADEK Private Schools Policy](#) (page 111) for Abu Dhabi Schools.

Every parent needs to complete a withdrawal form and may 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.

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All withdrawing students will be notified to the Principal, who will make a final recommendation in conjunction with Taaleem Central Office.

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, Dubai schools will prepare a Leaving certificate which is charged to the parent at AED120. In Abu Dhabi, parents can download the attested leaving certificate through TAMM for AED15, otherwise the unattested leaving certificate will be sent free of charge. 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.

7. Acceptance of Policies

Parents/guardians who accept places at the IB World Schools agree to the acceptance of all school rules, policies and expectations in force at the school, especially in regard to behaviour, respect for others, attendance, use of school equipment, field trips and academic matters.

Proven and intentional breaches of the school's policies including behaviour, anti-bullying and social media use may result in sanctions including suspension from the school.