



Dubai International Private School Al Qouz

ADMISSION POLICY

(Including SOD)

2025-2026

DIPS Vision:

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.



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(DIPS) – Admission Policy

1. Policy Statement

Dubai International Private School (DIPS) is committed to a fair, transparent, and inclusive admissions process. In line with KHDA and UAE regulations, we welcome students regardless of race, gender, religion, or socio-economic status. Admission is guided by principles of equality, safeguarding, and respect for diversity.

2. Age Placement

Placement of students follows KHDA guidelines and is based on the student's age on 31st August of the admission year.

Grade	Age on 31st August
Pre-KG	3 years
KG1	4 years
KG2	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

3. Admission Requirements

Parents/guardians must provide the following documents at the time of admission:

- Completed admission form
- Copy of student's passport and Emirates ID
- Copy of parent/guardian's passport and Emirates ID
- Student birth certificate
- Recent passport-sized photographs
- Previous school reports (if applicable)
- Vaccination record and DHA health clearance
- Transfer certificate (if transferring from another school)

4. Entrance Assessment

All applicants from KG1 to Grade 12 are required to sit an entrance assessment / interview that is appropriate to their age and grade level.

KG Interviews: Candidates are observed at play and in interaction with the assessor. The assessment focuses on social and emotional readiness, language fluency, and motor skills. Final approval for admission is taken by the School Superintendent

Grade 1- grade 12 an interview with the Head of Section is required.

Admission is confirmed following a review of the assessment results, past academic records, and an interview with the student and parents.

The interview report is shared with the Superintendent, who makes the final admission decision.

5. Admission of Students of Determination

DIPS is an inclusive school and complies with KHDA Law No. 2 (2017) regarding Students of Determination. Admission is not conditional on the submission of medical or psychological reports; however, these documents support the provision of appropriate accommodations and services.

The Inclusion Department ensures that:

- Individualized Education Plans (IEPs) are created and reviewed annually.
- Reasonable accommodations are provided in collaboration with parents.
- Special educators and shadow teachers, when needed, are qualified and approved by KHDA.
- Students are integrated into both academic and social aspects of school life.

6. Gifted and Talented Students

DIPS identifies and supports gifted and talented students during the admission process and throughout their learning journey. Enrichment opportunities, advanced learning pathways, and project-based challenges are provided to ensure that these students reach their full potential.

8. Priority for Available Vacancies

When places are limited, priority for admission is given in the following order:

1. Siblings of current DIPS students
2. Children of Kids Academy Nursery
3. Children of school alumni
4. Students transferring from KHDA-licensed schools in Dubai
5. Students transferring from schools outside Dubai
6. New applicants from overseas

9. Admission and Assessment Fees

An assessment fee of AED 525 (including VAT) is required for admission processing. This fee is strictly non-refundable and non-deductible from tuition fees.

10. Withdrawal and Refunds

Withdrawals and refunds are processed in accordance with the KHDA Parent-School Contract. Parents must provide written notice of withdrawal, and refunds are issued based on school's refund policy.

11. Safeguarding, Health, and Confidentiality

Admission is conditional on compliance with DHA health regulations, including required vaccinations. All student records are treated confidentially in accordance with KHDA and UAE Data Protection guidelines.

12. Monitoring and Review

This policy is reviewed annually by the School Leadership Team to ensure alignment with KHDA regulations, DHA health guidelines, and international best practices. Feedback from staff and parents informs improvements to the admissions process.