

SCHOOL POLICY



Name	Admissions Policy
Approved	August 2025
Review	August 2026



POLICY STATEMENT

At Dubai Heights Academy, our passion is to instil a lifelong love of learning in every child, starting from their early years and continuing through primary and secondary school. We aim to provide an engaging and inspiring educational journey that sets children on the path to success.

Inclusivity is at the heart of everything we do. We believe in helping each child reach their full potential by embracing their individual abilities and personalities, catering to a diverse range of educational needs. Our vision is built around the principle of Every Child, Every Mind, Everybody:

- **For Every Child: A foundation for academic achievement, cognitive development, and personal excellence.**
- **For Every Mind: An inclusive, stimulating environment with progressive learning experiences that engage and inspire all learners.**
- **For Everybody: The motivation to become the best version of themselves, fostering confidence, creativity, and a sense of community.**

INTRODUCTION

At Dubai Heights Academy, we prioritise offering a well-rounded, high-quality education that nurtures every aspect of a child's development. Our admissions policy reflects our dedication to academic excellence, personal growth, and fostering a positive, supportive school environment. We recognise that parents are seeking a school where their child will flourish both academically and socially, and where their unique strengths will be acknowledged and nurtured.

We focus on creating a dynamic learning environment that encourages curiosity, creativity, and critical thinking. Our aim is to equip students with the knowledge, skills, and values needed to succeed in an ever-changing world. We believe that a balanced approach to education encompassing academic rigour, extracurricular opportunities, and a strong sense of community creates the ideal foundation for lifelong success.

Our admissions process ensures that every child is welcomed into an environment that values excellence, growth, and a shared commitment to fostering well-rounded individuals.

1. SCHOOL TOURS

School tours are available daily throughout the working week. After an initial enquiry, parents are encouraged to visit the school to determine whether our environment aligns with their child's needs and expectations.

2. APPLICATION AND REGISTRATION PROCESS

All applications are submitted online via the Open Apply platform, accessible through the school website. This platform allows parents to complete the application process, upload all required documents, and manage all communications in one centralised location. **A non-refundable application fee of AED 525 (inclusive of VAT)** is required for the application to be processed, after which an assessment will be arranged. Dubai Heights Academy fully welcomes applications from Emirati families.

The following documents must be submitted with the application:

- Proof of application fee payment - non refundable application fee of AED 525 (inclusive of VAT)
- Copy of birth certificate
- Copy of passports (for both parents and child)
- Copy of residence visa page (overseas applicants to submit once issued)
- Copy of Emirates ID (front and back) – overseas applicants to submit once issued
- Copy of the last full end-of-year school report and the most recent mid-term report (for Year One and above)
- Relevant Transfer Certificate (see below for more details)



- Copy of updated immunisation/health record

Failure to submit the required documents on time will result in delays to the admission and placement process.

2.1 Applicants who may require additional learning support & students of determination

Dubai Heights Academy is deeply committed to inclusion and pastoral support for all families and students. This commitment extends to Students of Determination, those requiring English as an Additional Language (EAL) support, and students identified as gifted and talented. Places are offered based on our guiding principle of providing "the best for every child," ensuring we can meet each child's unique learning needs. For more information about our Inclusion Support, please contact the Admissions Team, who can connect you with our Head of Inclusion.

Each application is considered on a case-by-case basis, irrespective of a formal medical diagnosis. Subject to availability, school places are offered, unless Dubai Heights Academy is unable to meet the specific learning needs of the child. Applications are reviewed in the context of the current peer cohort to ensure that the needs of all students are balanced, and both the learning environment and the provision for the group are not compromised. If the school is unable to offer a place to a Student of Determination, we will follow the non-admissions procedure as outlined in the current KHDA Directives and Guidelines for Inclusive Education.

To ensure that appropriate provisions are available for applicants, parents are expected to inform the school of any additional needs their child may have and share any medical reports, Individual Education and/or Behaviour Plans upon application. If the school identifies specific needs during the admissions process, the application will also be reviewed by the Head of Inclusion, who will determine the appropriate provision. Key considerations include:

- Priority is given to students with siblings already enrolled at the school.
- Additional support beyond the standard school provision, such as therapeutic interventions, specific English Language Learner interventions or 1-to-1 support (LSA), may be required and will be funded by parents.
- Availability of resources and the student's ability to be accommodated in a suitable mainstream class.
- When a place is offered to a student with recognised or exceptional learning support needs, a Letter of Understanding will be agreed and signed by the parents and the Principal.
- All relevant documents, such as medical, psychological, or educational assessments, should be submitted before entry to the school to ensure a smooth transition for the child.
- Failure to disclose or deliberate withholding of information may result in the withdrawal of the school place as per the KHDA contract.

The school provides the following additional learning support services at an extra cost to parents:

- Speech and Language Therapy
- Occupational Therapy
- Alternative Curriculum Pathways (ACP)
- English Language Learner (ELL) support

Please contact Admissions for information regarding the costs of these services, which are reviewed annually.

2.2 Entry Requirements

Once a completed application has been submitted and processed, the Admissions Representative will contact parents to advise further regarding places/assessment availability. All students will undertake an age appropriate admissions assessment.



The decision to offer a place will be based upon the results of the admission test, school reports, and/or a meeting with a member of the Leadership Team or the Principal. Trial days, nursery visits and contacting previous settings also form part of the admissions process. Following this, a place will be offered if:

- The student will benefit from the learning environment and programmes on offer.
- Adequate, accurate information is provided about the student by parents and previous schools to assist in making a decision to offer a place.
- Prospective parents and students understand and accept the school's philosophy and expectations in terms of curriculum, school policies and procedures and community life.

2.3 Assessments

Entry into Foundation Stage One and Two play based assessments are carried out in small groups of children in one of the foundation stage classrooms. Our teaching staff will observe the children to ensure the following:

- School readiness - Can they separate from parents? Do they engage in the available activities?
- Language/Communication Skills - Can they communicate with adults and children?
- Social Development - Can they share and collaborate with others?

All children need to be toilet trained and not wearing nappies/diapers before they join us. If a child is not toilet trained and independent from using nappies/diapers, this will delay their enrolment and start date. If the child starts school and is unable to cope, the school reserves the right to suspend the place until the child can toilet independently.

Entry into Year One and Two Assessments will be carried out by a classroom teacher in a relaxed atmosphere to ensure the children feel happy and secure. The following areas will be assessed based on age related expectations:

- Mathematics
- Reading and comprehension
- Writing
- School readiness

Entry into Year 3 to Year 11 - Students will be required to complete an online cognitive ability test to assess verbal, non-verbal and numeracy skills. In addition, depending on the CAT4 results, students may be required to complete an additional assessment to cover the following areas:

- Mathematics
- Reading and Comprehension
- Writing
- English Language proficiency
- School readiness

Entry into Year 12 - Student entry will be based on appropriate GCSE performance or Alternate Curriculum Pathway / ASDAN accreditation. All applicants will need to provide the following information:

- Subjects studied
- Predicted grades
- Personal reference from current school

All assessment documents, results and assessor's comments remain the property of Dubai Heights Academy. After the assessment, you will be contacted within a week by the Admissions Team regarding the next steps. Feedback on assessment outcomes will not be given on the day of assessment.

2.4 Student placement

The school allocates students to year group classes based on a variety of factors, including class size, nationality, ability, gender, cultural background, and the needs of students of determination, to ensure a well-balanced learning environment. It is important to note that class or teacher selection is not a matter of



parental choice; the responsibility for class placement rests with the school, following the criteria outlined above. In cases of siblings entering the same year group, the school places children in different classes to foster their individual development both socially and academically, ensuring that each child has the opportunity to thrive independently on their own personal learning journey.

2.5 Transfer Certificates

The school is governed by the rules and regulations of the Knowledge and Human Development Authority (KHDA).

Placement in any Year Group from Year 3 onwards, is based on the Transfer Certificate provided at the time of Application.

Transfer certificate requirements are as below:

A	A School within Dubai.	An attested KHDA transfer certificate is required for all KHDA registered children in any year group transferring from Dubai.
B	An Emirate in the UAE and from GCC countries	An original transfer certificate in Arabic or English duly signed and stamped by the school and attested by the Ministry of Education in that Emirate.
C	A country in North America, Western Europe & Australia	School Principal's signature and stamp
D	Middle East (Excluding the UAE), South and Central America, Asia, Russia, Africa, Eastern Europe and New Zealand	School Principals signature and school stamp,(1) Attested by the ministry of Education in the current school location, (2)Ministry of foreign affairs and the UAE Embassy in the current school location, (3) The Uae consulate/ Embassy in the country of origin or by the Ministry of Foreign Affairs in the UAE

Parents are also required by KHDA to;

1. Provide the Emirate ID Cards of the student and parents to complete the electronic registration within two weeks of the start date.
2. Sign the KHDA Parent School Contract once the student is registered and the contact is ready.

Failure to provide required documents may result in your child being suspended or withdrawn from Dubai Heights Academy.

2.6 Conditional Offers

The school reserves the right to extend a conditional or provisional offer based on the information provided at the time of application, pending a full assessment and the submission of all required documentation. Please note that this offer is not guaranteed and will only be finalised upon the successful completion of the admissions process and formal confirmation in writing.

2.7 Admission Age and Timelines

The age of the student must meet the minimum age set for the year group outlined in the table below. This is in accordance with the legislation governing the enrolment of students at private schools in Dubai.

Year Group	Age appropriate based on DOB
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FS1/Pre- K	Turning 3 by August 31 st the relevant Academic Year
FS2/KG1	Turning 4 by August 31 st the relevant Academic Year
Year 1/KG2	Turning 5 by August 31 st the relevant Academic Year
Year 2 /Grade 1	Turning 6 by August 31 st the relevant Academic Year
Year 3/Grade 2	Turning 7 by August 31 st the relevant Academic Year
Year 4/Grade 3	Turning 8 by August 31 st the relevant Academic Year
Year 5/Grade 4	Turning 9 by August 31 st the relevant Academic Year
Year 6/Grade 5	Turning 10 by August 31 st the relevant Academic Year
Year 7/Grade 6	Turning 11 by August 31 st the relevant Academic Year
Year 8/Grade 7	Turning 12 by August 31 st the relevant Academic Year
Year 9 /Grade 8	Turning 13 by August 31 st the relevant Academic Year
Year 10/Grade 9	Turning 14 by August 31 st the relevant Academic Year
Year 11/Grade 10	Turning 15 by August 31 st the relevant Academic Year
Year 12/Grade 11	Turning 16 by August 31 st the relevant Academic Year

3. REGISTRATION, RE-REGISTRATION AND TUITION FEES

3.1 New Students

The registration fee for new students is payable **within 3 days of the offer letter**. The registration fee will not exceed 10% of the annual tuition fee. The deposit will be deducted from the first term fee. The fees are as follows:

- FS1 - AED 3,000
- FS2 - AED 3,750
- Year 1 & Year 2 - AED 4,300
- Year 3 & Year 4 - AED 4,800
- Year 5 & Year 6 - AED 5,100
- Year 7 & Year 8 - AED 5,350
- Year 9 - AED 5,850
- Year 10 & Year 11 - AED 6,350
- Year 12 - AED 6,500

The registration fee is non refundable unless under special circumstances.

Payment of the registration fee does not automatically secure the students place. The placement will only be confirmed upon receipt of a written confirmation of enrolment from the Admissions Team. Until such confirmation is issued, the place remains unconfirmed, and the school reserves the right to offer the place to another applicant.



In addition to the registration fee, the school must receive a minimum of 50% of the 1st term fees, to be paid by July 31st and a direct payment link must be activated by this deadline in order to secure their enrolment. If the parent does not want to set up a direct payment link, then the full Term 1 fee must be paid by July 31st.

3.2 Existing students

During Term 2 parents will be asked their intentions for the next academic year and those parents that have indicated that they wish to re-enrol will be invoiced for the re-registration fee. The re-registration fee is a non-refundable deposit to **reserve** a student's seat and must be paid within the first 30 days of Term 3. The re-registration fee will not exceed 5% of the annual tuition fees for the next academic year and is deducted from the Term 1 invoice. Failure to pay the re-registration fee by the deadline may result in the student's place being revoked/ waitlisted.

In order to proceed with re-registration, all outstanding fees for the current academic year must be settled in full. The school will not accept payment for the re-registration fee until all fees for the current year have been paid or the re-registration fee will be put towards the outstanding fees. Families with a monthly payment plan in place will have their seats reserved, but they must ensure that all payments are cleared by the end of April, and the re-registration fee paid by the deadline.

Dubai Heights Academy reserves the right to withhold academic reports and decline re-enrolment for students whose fees are repeatedly not paid on time or have outstanding fees from the prior academic year.

The re-registration fee is required to **reserve** the place for the next year. To secure the place the school must receive a minimum of 50% of the 1st term fees, to be paid by July 31st and a direct payment link must be activated by this deadline in order to secure their enrolment. If the parent does not want to set up a direct payment link, then the full Term 1 fee must be paid by July 31st.

Students may be placed on a waiting list should the school not receive the necessary payments on or before the deadline. If a student is placed on a waiting list, their enrolment for the new school year will depend on availability in the relevant year group.

The re-registration fees are as follows:

- FS1: AED 1,500
- FS2: AED 1,850
- Year 1 & Year 2: AED 2,150
- Year 3 & Year 4: AED 2,400
- Year 5 & Year 6: AED 2,550
- Year 7 & Year 8: AED 2,650
- Year 9: AED 2,900
- Year 10 & Year 11: AED 3,150
- Year 12 & Year 13: AED 3,250

3.3 Refunds of registration and re-registration fees

In the cases of both existing and new students, registration deposit and re-registration fee will not be refunded if the students choose not to return to school for the next academic year or choose not to take the offered place. However, the school may choose to refund the deposit under special circumstances. These circumstances include, but are not limited to, evidence of family travel to another country, a move to another Emirate or any unforeseen circumstances. Such cases will be reviewed and approved by the Management.

4. FEES

The fees for the academic year will be published on the website.

Additional expenses may include:



- School uniforms, provided by [Stitches Uniforms](#)
- Chromebooks, purchased through partners [JTRS](#) or [LearnIT](#)
- Termly school trips as well as international trips
- DHA Sibling Club
- Catered lunch by [Harness Foods](#)
- Bus services transport@dubaiheightsacademy.com
- ECAs run by external providers
- GCSE and A level examination fees
- Additional support services such as therapies, specific English Language Learner interventions and LSA support

4.1 Refund of Tuition Fees

In case of a refund and recovery the school fees will be calculated as follows:

- If the student attends school for two weeks or less, a month's fees will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends school for more than one month, the full terms' fees will be deducted.

If you wish to withdraw your child from the school, please give sufficient notice and complete the withdrawal form. All leaving documents can be provided only if there are no outstanding fees and all library books and school items have been returned.

5. ADDITIONAL TERMS AND CONDITIONS

1. The Admissions Team will contact families via email, Open Apply and phone. If there is no response within the specified time frame, the student's place will be forfeited and offered to the next student on the waiting list.
2. The registration / re-registration fee and balance payment to cover 50% of term 1 fees secures a student's place for up to five school days after the start of each term. If a student is absent for more than five days without prior notice of the expected return date or full payment of the term's fees, DHA reserves the right to cancel the enrolment and offer the place to a student on the admissions waiting list. All parents will receive an email with a form to indicate their intentions for the upcoming term, including their child's anticipated return date if it differs from the first day of the term.
3. Students' original Emirates ID must be produced when requested to complete the registration process. Failure to do so may delay the student's start at school, and late receipt of the EID and/or delay in signing the KHDA contract may incur a financial penalty from KHDA, which will be transferred to the parent.
4. DHA reserves the right to assign students to class groups and teachers based on their age and individual needs. Parents are not permitted to request specific teachers or class placements. Classes and teacher assignments will be announced before the start of the term.
5. Siblings in the same year group will be placed in separate classes to prioritise their individual growth and well-being.
6. Class sizes will continue to comply with KHDA guidelines. Currently, DHA maintains 22-24 students per class, except in cases where additional seats are needed for staff children.
7. Parents are required to sign a parent-school contract agreeing to DHA's policies, procedures, and code of conduct in order to secure a place.
8. The school reserves the right to withdraw or suspend a student's enrolment if the necessary documents for admission are not submitted, as these are required to complete the KHDA registration process.



9. The school reserves the right to withdraw a student's enrolment if learning and support needs have not been disclosed during the admissions process, which impacts on the school's ability to plan and provide appropriate provision for them or the cohort.