ARCADIA GLOBAL SCHOOL

Admissions and Withdrawal Policy

2026-2028

Al Furjan
Dubai, United Arab Emirates

Rationale

Arcadia Global School aspires to be an inclusive, world-class primary and secondary school of choice where every student is happy, positive and thriving. The diversity of the student body is integral to the school and is reflected in the admissions policy. The school follows the English National Curriculum with an enriched curriculum providing for children's academic, pastoral, physical and social needs.

The Admissions department will enrol a child at any time of the year, subject to places available and application compliance with the Knowledge and Human Development Authority (KHDA) regulations and school policies. We aim for the admissions process to be a smooth process for parents as well as an enjoyable experience for the student, including those children that are experiencing special educational needs.

Guidelines

Age Cut-off for Year of Entry (for 2025-26) for current students and other students currently has a KHDA registration

With its focus on inclusion, Arcadia Global School uses the same cut-off dates for age as the English National Curriculum and follows the current year group the child has completed to promote them to the next year. The current year group takes priority over age with regard to their next year group to be promoted to, however, all children are assessed to ensure they are ready to enter the next year group. Therefore, from Year 3 upwards, we will follow on from the child's previous year group studied and support this with an assessment.

31st August - The child must be the appropriate age to join the year group on or before the 31st of August and pass their assessment as follows:

- 3 years old by 31st August = FS1
- 4 years old by 31st August = FS2
- 5 years old by 31st August = YR1
- 6 years old by 31st August = YR2

The 31st of August is an age cut-off date that is practiced in the UK and a number of northern hemisphere countries as well as Dubai. In the case of an application for a child to enter a lower year group than their appropriate age cut-off year group due to various reasons agreed by the school and the parents, the parents must complete a "Demotion Form" from the KHDA once the child is enrolled to confirm that the parents agree for the child to enter a lower year group associated with 31st August cut-off. This is not common practice, but sometimes a necessity agreed upon between the school and parents.

Age Cut-off for Year of Entry (for 2026-27 onwards)

Under the new policy as published by KHDA (Jan 2026), the following has been approved:
Adoption of 31 December of the enrolment year as the date for calculating the admission age in schools and kindergartens whose academic year starts in August or September, based on the following:

- The student must reach 3 years of age by 31 December of the enrolment year- to register in Pre-Kindergarten (FS1).

- The student must reach 4 years of age by 31 December of the enrolment year- to register in Kindergarten 1 (FS2).

- The student must reach 5 years of age by 31 December of the enrolment year- to register in Kindergarten 2 (YEAR 1).

- The student must reach 6 years of age by 31 December of the enrolment year- to register in Grade 1 (YEAR 2).

The new school admission age cut-off will take effect starting from the 2026–2027 academic year, and will apply to students who are not enrolled in the 2025-2026 academic year.

It will not apply to:
Students enrolled during the 2025–2026 academic year in schools, nurseries, or early childhood centres, whether public or private. Accordingly, students currently enrolled in the 2025-2026 academic year will continue in their existing grade without any change.

Special and Important Clarification for Children Born Between September 1st and December 31st 2021 (Academic Year 2026–2027)

* Parents of children who were not eligible for enrolment in the 2026–2025 academic year due to their date of birth falling between September 1st and December 31st 2021, whether unregistered in any school system or enrolled in Pre-KG, will have the option in the 2027–2026 academic year to register them in either Kindergarten 1 (KG1) or Kindergarten 2 (KG2).
Enrolment decisions in private schools will be subject to the school's assessment of the child's readiness and the availability of seats.

Documentation

All relevant information must be declared including any disciplinaries the child has gone through and any social, physical, medical or psychological problems the child has been through or is going through, and any diagnosed SEND need. If we learn that relevant information has not been declared, any offer of a place may be withdrawn, even if your child has already begun their schooling at Arcadia Global School.

The initial documentation to submit is:

- An online application form.
- A passport copy of the student.
- The latest nursery/ school report in English.
- Copy of any learning difficulty diagnostic testing or educational assessment (if applicable).
- Recent headshot photograph of your child, in true likeness, taken within the last three months shared before the assessment can take place.

Once the child is enrolled, the following documentation must be submitted:

- A copy of their birth certificate in English.
- A copy of their immunization records.
- A copy of their medical insurance card.
- A copy of the parent's and child's visa.
- A copy of the parent's and the child's Emirates ID.
- A copy of the parent's passports.
- A JPEG passport-style photo of the parents and the child. **The child's photo MUST be an up-to-date photo that is a TRUE LIKENESS. (no earlier than 3 months before the child's start date) – older screenshots of their passport or EID will not be accepted. This is an important Safeguarding requirement.**
- Transfer certificate from the current school.
- AGS Medical Form.

Transfer Certificate for Students enrolling from a school outside of Dubai.

Government regulation requires a transfer certificate for all children from the child's current school from Year 2 upwards in order to facilitate the correct placement.

For students coming from the United Kingdom, Western Europe, Australia, Canada and the USA, the Transfer Certificate needs the school stamp and signature of the Head of School.

For students coming from any other country, the Transfer Certificate, in addition, must be attested by: The Ministry of Education* The Ministry of Foreign affairs* and The UAE Consulate [if no Consulate, then any other Arab country's embassy or consulate] * of the country which the student is leaving.

For Students coming from any GCC countries (Oman, Kuwait, Qatar, Bahrain and Saudi Arabia), the Transfer Certificate need only be attested by the Ministry of Education of that country.

If your child has previously attended a school in Dubai at any time, a KHDA Transfer Certificate (TC) from the previous Dubai school is required, even if the child is currently transferring from a school overseas.

Transfer Certificate for Students enrolling from another Dubai school.

Government regulation requires a leaving certificate for all children from the child's current school/nursery from FS1 upwards in order to facilitate the correct placement. This should be requested from the school the child has left and usually, a charge will be implemented from that school of AED120 to process the leaving certificate.

Important Note About the Transfer Certificate (Students coming from Outside Dubai)

Note that your child cannot start school until you have submitted the Transfer Certificate. Should the 'Transfer Certificate' be delayed for some reason, approval for your children to start at Arcadia without it can be obtained from the principal and you then have 8 weeks in which time to submit it before we have to remove your children until the Transfer Certificate has been submitted.

Touring the School

Following an initial enquiry, it is recommended that parents tour the school to ensure it is the type of school and environment that they wish their child to attend. We further recommend that parents develop and prepare their own list of "must-haves" (location, price, class size, teacher qualification, enrichment programmes, curriculum, etc.) when looking for a school. This will ensure that if Arcadia Global School is chosen, parents are prepared to commit to the next phase of enrolment.

Assessment
Parents are required to provide the following:

- An application form
- A passport copy for the child
- A recent school or nursery report
- Recent headshot photograph of your child, in true likeness, taken within the last three months shared before the assessment can take place.
- Copy of any learning difficulty, diagnostic testing or educational assessment (if applicable).

Parents may then book a one-to-one assessment which is undertaken by a teacher based in the school. The assessment fee is AED 525 which must be paid prior to the assessment taking place. Assessment days vary and an appropriate day and the exact time will be agreed upon with the parent.

The application/assessment fee is refundable if:

- The student is not offered a place following an assessment.
- The school collected the fee without first informing the parent that no place was available or that the student would be put on a wait list.
- The application fee is non-refundable if the school makes a formal offer, and the parent chooses not to accept it.
- The application/assessment fee is not deductible from the tuition fees.

An invitation for an assessment is not guaranteed for all applicants and depends on the anticipated availability of places beyond siblings, both current and new and Arcadia Global staff children.

Parents understand that participation in an assessment does not guarantee a place at AGS.

Before each assessment, the parents must share a true likeness photo to facilitate the assessment.

Assessments for Foundation Stage and Key Stage 1
These assessments will be for a duration of 20-30 minutes and are based in a purpose-designed and age-appropriate learning space within the school. There are various age-appropriate learning resources to ensure the child is instantly engaged and interested in playing. The teacher who is the assessor prefers to have the child on their own in the room and will give time for the children to settle and be comfortable.
The teacher will observe behaviour, fine and gross motor skills, the child's direction and balance, their eye contact and make a full report on all these aspects. Once the child is relaxed, the teacher will talk and play with them, observing eye contact, oracy, literacy and number skills. All of these areas will be checked against the child's age-appropriate development levels. This provides important baseline information, (should the enrollment be successful) for the child's future teacher, to be prepared for the entry of the child into class. For KS1(Year 1 & Year 2, additional age and curriculum appropriate questions will be assessed.

**** We require all children to be fully toilet trained before starting school. Parents of successful students will receive full instructions and support, to achieve this compulsory requirement before starting at AGS.***

Assessments for Year 3 and above
For a child applying for Year 3 upwards, we may require them to complete a CAT4 test which is the UK's most widely used test of reasoning abilities and measures verbal, non-verbal, quantitative, and spatial reasoning.

These assessments will be for a duration of approximately 2 hours. The child will take a cognitive ability test (GL CAT4) under supervision. The assessment will measure a student's ability in four different batteries: Verbal, Non-verbal, Quantitative and Spatial reasoning. Students do not need to prepare for the test as it is a measure of general cognitive ability. Based on the results of this assessment, a place might be offered, or further assessments may be required.

Assessment Outcome

The assessment outcome (offer of place or otherwise) of assessment and CAT4 test are usually provided within 10 working days after all aspects of the assessment are complete. The CAT 4 result and any other information are not shared with parents. The school's decision is final.

Accepting an Offer and Enrolling a Child at AGS

Once parents have received an offer letter from the school and they want to enroll, the Admissions department will be clear with parents if there are limited seats left and will guide parents so as not to lose the seat being offered. Naturally, if Arcadia Global School is the parent's school of choice, it is advisable to enroll immediately. To do this, parents are required to sign the offer letter and pay a deposit of AED2,000 for FS1 and FS2 and AED2,500 for Y1 to Y10 which is subsequently deducted from the school fees. As soon as the deposit is received by the school, the seat is reserved.

If the parent accepts the offer but subsequently decides not to proceed with the enrolment:

- The registration fee is refundable if the parent formally notifies the school (directly to Admissions) of their intention to cancel the enrolment at least 60 calendar days prior to the school's academic year start date.
- The registration fee is non-refundable if the parent formally notifies the school of their intention to cancel the enrolment less than 60 calendar days prior to the school's start date.

Arcadia Global School strives for 100% compliance with all Knowledge and Human Development Authority (KHDA) requirements, including registering and enrolling a student. Arcadia Global requires that all children join with a valid residency visa, an Emirates ID and a sponsoring parent/guardian. All parents must sign the school contract by the required deadline from the KHDA.

Changing the admission year or date that your children is enrolled.

Due to unforeseen circumstances, you may decide to roll over the admission of your child to another academic year. This is possible pending availability of the seat and only if you inform the Admissions team before the date of the child's original admission date. **Only one rollover is allowed**. After this, no further date change of admission is permitted, and your deposit will not be refunded.

Re-registration of an existing student

A student does not automatically move to the next year group. Existing families have the right to reserve a place in the school for the following year by making a re-registration payment of AED1500 by the date specified by the school. Places not covered by this payment will not be guaranteed a place in their specified year group and will not be listed on the class lists for the following year.

If the parent pays the re-registration deposit but subsequently decides not to proceed:

- The re-registration deposit is refundable if the parent formally notifies the school of their intention to withdraw their child at least 60 calendar days prior to the start of the following academic year.
- The re-registration deposit is non-refundable if the parent formally notifies the school of their intention to withdraw their child less than 60 calendar days prior to the start of the following academic year.

If the parent does not pay the re-registration deposit by the stated deadline:

- The school cannot guarantee the child's place for the following academic year.
- If the re-registration deposit was not paid by the stated deadline and the child does not re-enrol for the following academic year, the school cannot seek payment of that re-registration deposit at a later date.

Withdrawal of an existing student

Parents must inform the school in writing when withdrawing their child and complete withdrawal form. This is a formal school document on which the parent specifies the intended withdrawal date. This date cannot precede the date on which the Signed Withdrawal form is given to the school. Should the parent need a 'leaving/transfer certificate', this is to be requested by the parent and will be prepared for the family in a timely manner should all other withdrawal procedures be completed including all library books returned, any outstanding invoices paid in full and security IDs returned.

School fees have to be paid termly hence when enrolling your child you are committing to the term for your child's seat and education in the school, therefore, this reflects on the refund you receive if withdrawing midterm.

- Tuition fees paid prior to the beginning of the academic year are refundable, and only the registration or re-registration fees will be deducted if the withdrawal was requested less than 60 calendar days prior to the start date.
- **If the student was enrolled in the term for two weeks or less:** a month's fees will be deducted.
- **If the student was enrolled in the term for a period between two weeks and one month:** two months fees will be deducted.
- **If the student was enrolled in the term for more than one month:** the full term's fees will be deducted.

(The fees due even if the child has not attended lessons through Distance learning or on site education).

The Admissions procedure as outlined above is applied fairly to all candidates for entry into Arcadia Global School.

*As per Standard 2 of the "Dubai Inclusive Education Policy Framework."

Policy Implemented: September 2023
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