



مدرسة الإمارات الدولية - جميرا  
Emirates International School - Jumeirah

## Admissions Policy

### Philosophy

To support families and children with varied learning abilities and ensure a transparent and effective admission process.

### Objectives

- To achieve the vision and mission of Emirates International Schools (EIS)
- To support parents in understanding the admission process at EIS.
- To support the school by selecting a diverse student body to enrich the student community that promotes the values of IB.
- To adhere to the KHDA guidelines and UAE laws while facilitating student admission.

### Quality Control

The admission policy will be reviewed annually to include any amendments in KHDA guidelines and in the UAE Laws. The School Registrar is responsible for the successful implementation of this policy. The school executive leadership team will carry out the review annually.

### Introduction

At Emirates International Schools we believe that education is the shared responsibility of the whole school community. Academic success and self-awareness stand as the core of the school. Developing independent thinking, critical analysis, and open-mindedness fosters a desire for life-long learning. Through the International Baccalaureate curriculum, we promote the recognition of our common humanity, the well-being of our students, and positive interpersonal relationships.

Emirates International School- Jumeirah – (EISJ) stands for Excellence, Innovation, Success and Joy.

At EIS, we welcome applications from families regardless of nationality, ethnicity or religion. The age appropriate assessment will be conducted up on receiving a successful application and offers are made based on the assessment results. A case by case approach will be taken for students who require additional learning support in order to meet their requirements.

The Registrar's office of the school is responsible for admissions. All queries related to admission can be directed to the Registrar's office.

## Application Process

The Admission process starts by visiting the school website and filling up an online application form from the admission section. The necessary admission documents are requested to be uploaded within the online application or can be submitted at school. The direct link for online application is given below.

EISJ: <https://www.eischools.ae/Jumeirah/admission/admission-form>

Kindly make sure you check our website information for the Year Group Eligibility to ensure that you apply for the correct year group for your child.

### Parent Valid Documents – Mandatory

- Passport copy.
- Residency visa.
- Emirates ID of Parents (front and back)

### Student Valid Documents – Mandatory

- Passport copy
- Residency visa of student
- Emirates ID of Student (front and back)
- Birth Certificate
- Vaccination Card – A copy of the recent card should be submitted to school clinic along with filled medical form at the start of schooling.
- Recent report cards of the last 2 years of study - copies should be provided in English
- Tenancy agreement or ownership of your residential unit (Al Habtoor property for EISJ)

Please be aware it is the responsibility of the parent to inform the school of any changes in circumstances of a child, for example, should the custodian of the child change.

Upon completing the online application, the parent will receive a system generated application number that will be used as a reference number to follow up on the application. The registration team will contact the parent after reviewing the application within 2 working days.

Application Fee – AED 525 (inclusive of VAT) to be paid by cash/card/ bank transfer for the application to be considered. This fee is non-refundable and does not guarantee that a seat will be offered. If a particular year group is full, this fee is payable in order to place the student on the waiting list.

## **The Application will be considered incomplete until all the above have been received.**

Leaving certificate for students coming from Dubai schools: this is an important document required by KHDA. The Transfer Certificate needs to be collected from the student's current school at the end of the Academic Year and submitted to EIS before the first joining day of the student.

Leaving Certificate Outside Dubai, is required by the UAE Ministry of Education from Year 3 and above. It requires attestation from the country of origin. A sample can be found on our website

All our entrance assessments will be conducted in English. Places will not be offered until the assessment has been successfully completed. EIS has the right to refuse an application that does not meet the minimum entry requirement.

### **Entry Assessments**

#### **Early Years 1**

No admission test/interview will be conducted.

#### **Early Years 2**

No admission test/interview will be conducted.

#### **Year 1, 2 and 3**

- a. Admission Tests conducted by Teachers
- b. All tests checked by the Head of Primary
- c. Interview with child and parent if required

#### **Year 4 to Year 11**

- a. Admission CAT4 test is taken by student in a supervised environment at the most appropriate level for the student
- b. Assessment reviewed by the Head of Primary/Head of High School
- c. Interview with child and parent if required.
- d. Further assessment will be conducted if necessary after the CAT4 to identify the needs more closely

If the student is identified with Learning Support need at any point of assessment process, an interview is set up with the Leader of Inclusion who will then liaise with the Head of School regarding acceptance of the student.



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A Course Selection interview is required with the MYP Coordinator for students applying for Years 10 or 11. The Course Selection interview may take place before or after the admission. This decision is at the discretion of the Head of High School.

### **IBDP/ IBCP (Year 12 & Year 13)**

- a. CAT 4 assessment for Y 12 and Y 13
- b. For admission to Year12, results from previous report cards and the interview response are combined to determine admission
- c. For Year 12, an interview is required with the relevant IB Coordinator/ Head of High School in addition to the CAT 4
- d. For Year 13 admissions are not considered except for students in good standing transferring from IB Schools, taking courses that match those offered at EIS.

### **CAT 4 Tests**

The Cognitive Abilities Test (CAT4) is used to identify a student's academic potential and challenges. CAT4 is divided into 4 parts which are: shapes and patterns (nonverbal reasoning), Words (verbal reasoning), Numbers (quantitative reasoning) and some questions are answered by mentally generating and transforming the visual images (spatial ability). This test gives a broader and much rounded view about the student, their potential and how they learn. This test helps the school to determine the pace of teaching that is right for the student and to identify any additional support required for the student.

### **Inclusion policy of EIS**

EIS offers an inclusive approach to education. In partnership with parents, we seek to place students appropriately according to their educational needs. You are expected to submit to the school all reports linked to specific needs and diagnosis for your child. Similarly, we expect parents to work closely with us if a particular educational need is identified during or following the admission process (as per KHDA parent-school contract).

### **English as an additional Language (EAL)**

We support students for whom English is not their first language or has not been their medium of instruction in the previous schools.

Students will be evaluated by the EAL teachers in order to determine their level of English acquisition required support to enable successful learning.

The EAL course fee is AED 5000/ per student per year. The EAL fee is non-refundable and non-transferable and is paid in advance.

All students with additional English learning needs are considered fairly upon their general academic ability unless the student would be disadvantaged in external examinations when joining at a senior examination stage (Year 10 to Year 13). Where students join these years with particular language needs, admission will usually be on the basis of a modified curriculum and assessment offer.

## **Early years extended hours**

Students in EY 1 and EY 2 can enroll for extended classes (1 pm to 2:50 pm) after completing the regular school day. The students are supervised by our own EY teachers. For additional fees please refer to the school fee policy.

Mother tongue programme

The school currently offers German, Italian and Hindi language classes after school hours. New languages will be added in due course.

## **Special Circumstances**

- Students from Southern Hemisphere countries should be aware that they may lose up to half-year due to the shift to the Northern Hemisphere school timetable, depending on their age.
- Students completing their studies for a particular level in the Spring (e.g. March) will only promote to the next Year from September, prior to this time they will remain in the equivalent Year for the final term of the academic year.
- KHDA has the final say & approval in the placement of a child in a specific Year.

## **Conditional Acceptance**

The school may offer a conditional acceptance based on the previous school report cards, observations of staff that carry out the test or on the assessment result. In such situations, clear conditions and timelines will be shared with the parent. If these conditions are not met, the school reserves the right to remove the child from the register or to demote the child from specific year level.

## **KHDA**

The KHDA is the Private School regulatory body in Dubai. There are certain obligations of the school and its parents, enumerated below.

- All new admissions must to provide the original Emirates ID of the student and the parents along with the transfer certificate (details mentioned above – click link) to electronically register on the KHDA online portal.
- A parent- school contract is required to be signed for each child enrolled at school as soon as you receive a notification for the same from KHDA. Failing to adhere to the aforementioned conditions and deadline set by KHDA, will nullify any registration at the school.

## **OTHERS**

- Diamond Lease is the provider of the school transport services.  
All enquiries regarding the school bus service should be made directly to the Team Leader of Operations, Mr. Sajjad (Mob: 050-5147885, Tel: 04 8852200)  
Email: school@diamondlease.com
- School uniforms to be purchased from our sole supplier and this must include swim-wear for students in Year 3 and above.  
Right fit uniforms

**Emirates International School | Jumeirah**  
**Primary School Building | Right Side Entrance**  
**Mobile: +97150 9034694**

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## **Terms and Conditions** International School - Jumeirah

- All new admissions must sign the Registration Acceptance and KHDA requirement form in the registration department before the first day of school for the student.
- All fees due for your child's placement need to be completed within the stipulated time. Please refer to the EISJ school fee policy for further details and terms and conditions.
- The Parent/s or Guardian, whose name appears as the billing name on the online application form or sign the given form, shall be jointly and severally liable to EIS for the payment of outstanding School Fees.

Thank you,

Welcome to EIS.