



Bukhatir  
Education  
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International



مدرسة الإبداع  
العلمي الدولية  
INTERNATIONAL SCHOOL  
OF CREATIVE SCIENCE  
ناد الشيبا NAD AL SHEBA

# Admission Policy

Document Information			
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**All throughout these documents the schools known as International School of Creative Science will be referred to as 'The Creative Science Schools' or CSS for short.**

### Admission Procedure

Admissions to ISCS Nad Al Sheba will be conducted on a first come first served basis in a fair manner. Admission will also be based on entrance tests for each year and key stage level. Due to high demands prospective students for Year 3 and above will also be required to undertake a CAT4 (Cognitive Ability Testing) test.

### Admission procedures for FS1- Year 13 throughout the year:

- Complete the online application form.
- Submit a copy of your child's passport and Emirates ID, copy of each parent's passport and Emirates ID & most recent school report or (To Whom It May Concern) letter from your child's current school.
- Upon receipt of the application form your son/daughter, they will be invited for an entrance exam or interview. FS1, FS2 & Year 1 children will be invited to school with their parents for an informal interview.
- Year 2 students will be invited for phonics screening test.
- Year 3 to 6 students will be invited for computerised examination.
- Year 7 to 13 students will be invited for written and computerised examination and interview.
- The registration department, along with the senior leadership team, will evaluate applications made throughout the year on a case by case basis. Admissions will be based upon availability in the year group school/term reports and entrance/CAT4 (Cognitive Ability) test results. All other registration and administrative requirements remain the same as other year groups and as listed above.

If your application is successful and your child is offered a place you will be notified by phone and e-mail and invited to come in to complete admission formalities.

The following documentation will be required to secure a place for your child and must be received within one week of an offer of placement.



### Admission Documents:

To facilitate the admission of your child with KHDA we require that you produce the following documents at the time of admission to accompany the completed Application Form.

- Copy of student's passport with valid residence visa (for expats).
  - Copy of student's Emirates ID.
  - Copy of each parent's passport.
  - Copy of each parent's Emirates ID.
  - Copy of student's birth certificate.
  - Copy of family Register (for UAE applicants only).
  - Copy of student's vaccination certificate.
  - Two recent coloured photographs.
  - Attested transfer certificate.
  - Attested end of year school report.
  - A clear copy of attested end of year school report, if the student studied out of Dubai
  - Year 11, Year 12 & Year 13 students who transfer from a different curriculum in the UAE must obtain an equivalency certificate from the Ministry of Education.
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- A non-refundable Admission Fee (5% of the tuition fees) is required to be paid at the time of registration.

### Transferring from another school or country:

<p>Students from private school in Dubai:</p>	<ul style="list-style-type: none"> <li>➤ If the student transferred from a private school in Dubai that follows the KHDA system, the parents must contact the KHDA secretary to request a transfer / leaving certificate for the student and submit it to the school before the start of the academic year.</li> <li>➤ Copy of last report card.</li> </ul>
<p>Students from Government school or Private school out of Dubai (Sharjah, Abu Dhabi, RAK...)</p>	<ul style="list-style-type: none"> <li>➤ Copy of final report card (Attested from Education Zone).</li> <li>➤ Transfer Certificate between UAE to a private school (Attested from Education Zone) and a leaving certificate of a government schools (Attested from Education Zone).</li> </ul>
<p>Students from Out of UAE:</p>	<p>The following requirements must be completed in these countries before moving to UAE:</p> <ul style="list-style-type: none"> <li>➤ Final school report issued from GCC, USA, Western Europe, Australia and Canada do not require attestation. Only signed and stamped from the school and Ministry of Education will be accepted.</li> <li>➤ Final school report issued from Africa, Asia, Eastern Europe or South America, gain attestation from Ministry of education in the country where the student studied and from Ministry of foreign Affairs also from the UAE Embassy.</li> </ul>

In all cases, the school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with other documentation.

It is the responsibility of the parent to provide the documents listed above, including the copies of the resident visa. By completing and signing the registration form, the parent accepts this responsibility. The school will not be held responsible if the ministry refuses to register a child for any reason including missing documentation listed above.

### Age/Year Cut- Off

ISCS places students in age- appropriate year levels in accordance with the KHDA regulations.

Students who are registered in a school in the UAE and are being promoted to higher grades are exempt from the updated age requirements.

**The Cut-off date for all Years/ Grades is 31<sup>st</sup> August.**

Age	American/MOE Curriculum	British Curriculum
3	Pre-KG	FS 1
4	KG 1	FS 2
5	KG 2	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
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
16	Grade 11	Year 12
17	Grade 12	Year 13



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## Inclusion Statement

At ISCS Nad Al Sheba , we believe passionately in the importance of inclusion for all our children and adults and we strive to make sure these values are at the heart of our inclusion practices and Islamic ethos. We are strongly committed to becoming a fully inclusive school and we set high expectations and ambitions for all our children and expect them to participate in every part of school life. With a key focus on their wellbeing and progress. All potential students are not refused admission based on their SEND diagnosis.

ISCS by promoting an inclusive ethos aims to support children by removing barriers to their inclusion whether for individual or groups of children and respond to a spectrum of diverse needs by setting suitable challenges that are best placed to bring out the full potential from our children.

We recognise the need to implement our ethos in the classroom and beyond to meet the needs of our children. We want them to be safe, achieve well, be healthy, enjoy life and grow up to be successful adults who will make a positive contribution to the society in which they live.

We firmly believe that all children have an entitlement to be educated alongside their peers as much as possible and very few exceptions are made. As an inclusive school we are committed to developing inclusive cultures, policies and practises. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students by seeking the voices of all within the school community. We believe an effective school is an inclusive school.

The school is committed to the Dubai Inclusion Framework, and commits to providing adequate physical and human resources to meet the needs of students with additional needs. Students will be supported from the point of registration by following the ELP admissions process to identify their needs and match with the appropriate support (see ELP admissions flow chart for more information).

# ELP Admission Process

