

ADMISSION POLICY

Our Vision

Empowering students with values and skills to excel in a dynamic world.

Our Mission

To deliver high-quality, forward-thinking education that equips every student with the knowledge, skills, attitudes and global competencies to excel.

To create a nurturing, inclusive environment where all learners are enabled to contribute meaningfully to their communities and beyond.

To inspire a passion for discovery, nurture innovative mindsets.

To develop individuals to embrace every learning experience, build emotional and mental fortitude and a growth mindset to navigate challenges confidently.

Introduction:

Sabari Indian School (SIS) believes in the equal value of every student. The school offers CBSE curriculum and focuses all-round development of the students by providing a healthy and enriching environment for them to grow. The school welcomes students from all backgrounds and abilities with an aim to nurture and encourage them to achieve their ultimate potential, thereby, creating an all-inclusive, student-centered and positive learning environment.

Aims:

- To have a clear and transparent policy for admission that meets the statutory and regulatory requirements of KHDA.
- To ensure that procedures and rules are always adhered to.

Responsibilities:

- The Admission Officer is responsible for managing enquiries, documentation, administering tests and meeting prospective pupils to ensure that the school can meet the students' needs.
- CARES, the Department of Inclusion may be consulted during the admission process for advice regarding a student with any physical disabilities and/or learning challenges.

Criteria:

- Availability of seats in the appropriate age group.
- Entrance Test/Interview and the student's ability to cope with the academic program.
- Previous academic records.
- As per DHA regulations, student's original vaccination card/ updated vaccination copy is a mandatory requirement as a school entry requirement.
- Schools' ability to meet the needs of the student.

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Admission Procedure:

The admissions will take place as per the procedures mentioned in the Admission Procedure (Please refer to the Admission Procedure document separately)

In some cases, where special needs have been detected, the student may be called in for a re-assessment with the CARES Department.

Students with physical disabilities and/or learning challenges:

The admission philosophy of the school is inclusive as per federal law. Depending on the school's Inclusion Department's provisions to support a student with special educational needs, the student is granted admission. The decision of the Principal will be final in the admission process.

The school will try to accommodate any students with special needs and will extend all the support, accommodation and provisions needed within the resources available without any additional cost or payment.

Conditions for refusal of admission:

While we try to accommodate as many students as we can, there are constraints concerning the limitations of numbers in each class. The rest are put on a waiting list and informed as and when vacancies arise.

Withdrawal Procedure:

Parents are advised to give at least 15 days' notice to the school when applying for a Transfer Certificate or a Leaving Certificate.

Strike off:

A student's name will be removed from the School Rolls on the following grounds after the approval of the Ministry of Education

- Absence from school for a period of 30 continuous days, without prior permission of the school authorities.
- Repeated failure in any class for a period of two years in succession.
- For gross misconduct.

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Tuition fees Refund:

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country/emirate or any other unforeseen circumstances. Such cases may be submitted to KHDA for review. In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted.
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student was enrolled in the school for more than a month, the full term's fees will be deducted.

Reviewed on 01 March 2026

This policy will be revised and updated on 30 March 2027.

Reviewed by:



Clara Martin
Principal
Sabari Indian School, Dubai