



Emirates International School Jumeirah

Admissions Policy 2026 - 2027

Cleared by:	Manoj Maniyil	Date: September 2026
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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.

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>

Entry Points and Age Guidelines

Entry may take place in any year group; subjected to spaces being available.

EISJ uses a 31 December age cut-off to determine year-group eligibility for Early Years 1 and 2, Year 1 and Year 2. This admissions age cut-off takes effect from the 2026–2027 academic year and applies to students who were not enrolled during the 2025–2026 academic year.

- Students born between September to December 2022 who have not been registered in an ECC or school have the option to move to EY 1 based on school assessment and agreement with parents.

This would need to be approved by KHDA before student's placement can be confirmed.

Students enrolled during the 2025–2026 academic year in schools, nurseries, or early childhood centers, whether public or private, in playgroup or EY 1 between the September to December cut off are eligible for the next year level promotion based on assessment and KHDA approval

Level	EISJ	British Curriculum	Age
Pre-K	EY1 (Early Years 1)	FS 1 (Foundation Stage 1)	3 years old by December 31 of the admission year
KG 1	EY 2 (Early Years 2)	FS 2 (Foundation Stage 2)	4 years old by December 31 of the admission year
KG 2	Year 1	Year 1	5 years old by December 31 of the admission year
Grade 1	Year 2	Year 2	6 years old by December 31 of the admission year

***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 2025–2026 academic year due to their date of birth falling between 1 September and 31 December 2021, whether unregistered in any school system or enrolled in Pre-KG, will have the option in the 2026–2027 academic year to register them in either Kindergarten 1 (KG1/EY2) or Kindergarten 2 (KG2/year 1).

For more details about the KHDA recent updates, please see more details [here in English](#) and [here in Arabic](#).

For students in Year 3 and above transferring from another Dubai school, EISJ will follow the year-group placement stated on the KHDA Transfer Certificate. For students transferring from outside Dubai, placement will be based on the student's age and aligned with KHDA guidelines.

Both Parent Valid Documents – Mandatory

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

Student Valid Documents – Mandatory

- Passport copy
- 2 photographs (hardcopy) - 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) for the request submission of discount offered by the school.

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 upon 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. **Refundable** if no place is offered following assessment or if collected without prior notice of a waitlist; non-refundable if a formal offer is made and declined

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.

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.

Terms and Conditions

- 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.

Assessments

Entry Assessments

Early Years 1 - No admission test/interview will be conducted.

Early Years 2 - No admission test/interview will be conducted.

Year 1 - Admission test maybe conducted.

Year 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.

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.

KHDA Registration and Refund Requirements

The following requirements apply in addition to the EISJ School Fee Policy and Parent-School Contract and reflect the KHDA Registration and Refund Policy for all Dubai Private Schools, effective 23 March 2026 and revised 31 July 2026.

Registration Deposit

A registration deposit may only be requested after EISJ has made a formal offer of enrolment and the parent/guardian has accepted that offer. The registration deposit will not exceed 10% of the annual tuition fee and is deductible from the tuition fees for the term of enrolment; it is an advance payment and not an additional fee. If the parent/guardian accepts the offer but later cancels enrolment, the deposit is refundable where the school receives formal written notice at least 60 calendar days before the student's start date, and non-refundable where notice is received less than 60 calendar days before the start date. If the offer is not accepted, no registration deposit is payable.

Re-registration Deposit for Existing Students

EISJ may request a re-registration deposit to secure an existing student's place for the following academic year. The deposit will not exceed 5% of the annual tuition fee or AED 500, whichever is higher, and will be deducted from the following year's tuition fees. As a September-start school, EISJ may collect this deposit only after the end of the spring break and the payment deadline will not be earlier than 1st May. No additional fee or deposit may be charged solely to secure re-enrolment. If a parent/guardian formally withdraws at least 60 calendar days before the start of the following academic year, the re-registration deposit is refundable; if notice is given less than 60 calendar days before the start of the academic year, it is non-refundable. If the deposit is not paid by the stated deadline, the school cannot guarantee the student's place for the following academic year.

Tuition Fee Payment and Mid-year Enrolment

Annual tuition fees may be collected in three termly instalments, with the first instalment not exceeding 40% of the annual tuition fee and the second and third instalments each not exceeding 30%. The school may alternatively offer ten equal monthly instalments or another payment arrangement agreed in writing with the parent/guardian, including full payment in advance. Where a new student enrolls during the academic year, tuition fees may be charged from the beginning of the month in which enrolment occurs.

Fee Increases Approved After Advance Payment

If KHDA approves a tuition-fee increase after a parent/guardian has paid a registration or re-registration deposit, or an advance tuition payment at the previous fee level, EISJ will notify the affected parent/guardian in writing. A parent/guardian who no longer wishes to proceed may withdraw the student by written notice within 10 calendar days of the school's notification, in which case the deposit and any advance tuition payment are refundable in full. If no notice is received within 10 calendar days, the revised fees are deemed accepted and the standard refund provisions apply.

Withdrawal and Official Withdrawal Date

A parent/guardian wishing to withdraw a student must complete and submit the school's formal withdrawal request and state the intended withdrawal date. The same date will be recorded on the Withdrawal Certificate and is the official date used for refund calculations. A student's last day of physical attendance or absence from school does not constitute withdrawal and does not trigger a refund; while a student remains on the school register, enrolment is treated as active. Parents/guardians should therefore submit the withdrawal request at the earliest opportunity.

Tuition Fee Refunds

Tuition-fee refunds are calculated term by term using the official withdrawal date. Tuition fees paid before the beginning of the academic year are refundable, subject to the applicable registration or re-registration deposit rules. If the student is enrolled in a term for two weeks or less, one month's tuition fees will be deducted. If enrolled for more than two weeks but no more than one month, two months' tuition fees will be deducted. If enrolled for more than one month, the full term's tuition fees will be deducted.

Mandatory and Optional Service Fees

Fees for services beyond core tuition, including transportation, extracurricular activities, trips, uniforms, examination fees and other mandatory or optional services, must be clearly itemized and their refund terms communicated in writing before payment and reflected, where applicable, in the Parent-School Contract. Mandatory service fees paid before the academic year begins are refundable.

Optional service fees are governed by the terms agreed with the school or third-party provider; where no binding third-party contract is in place, optional service fees paid before the academic year begins are refundable.

Transfer and Withdrawal Certificates

For any child previously enrolled at a KHDA-permitted early childhood center or school providing education for children under six, a valid Transfer Certificate or Withdrawal Certificate must be provided before enrolment is confirmed. When a student leaves EISJ through withdrawal, transfer or non-registration, all outstanding approved fees must be settled. EISJ may withhold the Withdrawal Certificate or Transfer Certificate until those outstanding fees are paid in full, after which the certificate must be issued without further delay.

Outstanding Fees and Non-payment

Fee-related matters will be addressed only with the parent/legal guardian and will not be communicated through the student or handled in a manner that may embarrass, stigmatise, isolate or humiliate the student. No formal consequence for unpaid fees will be applied until at least 30 calendar days after the original due date and after the school has completed and documented the required communication process: written reminders, direct follow-up, an opportunity to meet, consideration of a reasonable written payment plan where appropriate, and a final written notice. Where a parent is complying with an agreed payment plan, the school will not apply a suspension or other consequence connected with the outstanding amount.

Temporary Suspension and Academic Records

After completion of the required non-payment process, EISJ may temporarily suspend a student from learning for a maximum of three consecutive school days. A suspension will not prevent the student from attending examinations or significant school activities such as competitions, graduations or trips already paid for, and it will end immediately once the outstanding tuition fees are settled. Subject to KHDA requirements, the school may also withhold a place for the following academic year while fees remain unpaid and may withhold end-of-term or end-of-year reports, grade reports, certificates or other formal academic records where approved fees remain outstanding or an agreed payment plan has not been followed. These measures do not apply while the parent/guardian is meeting an agreed payment plan.

Service Continuity and Government-enforced Closure

Where learning remains available and is delivered, including through KHDA-approved distance learning or another approved alternative method, tuition fees remain payable in full. If EISJ suspends or reduces a service for reasons within its control and the service is not provided, parents will be compensated

through an agreed fee credit, additional sessions or a prorated refund. Where a government-enforced closure prevents delivery of services, fees are payable only for the period in which the service was available and delivered. Eligible amounts for periods when service could not be delivered will be addressed through a credit note, transfer of credit to a sibling where applicable, or a full refund, as agreed in writing in accordance with KHDA requirements.

Disputes and Escalation

Any fee, refund or withdrawal dispute should first be addressed through the school's internal complaints and resolution process. Internal resolution steps must be completed and documented before referral to KHDA. If the matter remains unresolved, either party may refer the matter to KHDA through its official channels, and EISJ will provide any documentation requested as part of KHDA's review.

Inclusion at 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.

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 swimwear for students in Year 3 and above.
Right fit uniforms
Emirates International School | Jumeirah
Primary School Building | Right Side Entrance
Mobile: +97150 9034694
Operating Hours: 9.00 am to 2.00 pm /03:00 pm to 05:45 pm (Monday to Friday)
www.rightfituniforms.com

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.