

Admission Policy

Admission relates to the process by which places are allocated to applicants who are not enrolled in Brilliant International Private School (BIPS). We welcome children from different cultures, nationalities and religion.

Aim

• Our aim is to take on a diverse student body who will enrich the school community and work productively to develop their full potential.

Purpose

- To impart high quality education in line with the school Mission and Vision statements.
- To develop qualities such as compassion, tolerance, respect for the rights and cultures of all people, and the development of environmental responsibility in our students.
- To equip students with leadership qualities to meet the global challenges of the 21st century.
- To foster an atmosphere of academic excellence, intellectual inquiry, critical thinking, and innovation.

Admission Process

At Brilliant International Private School, we follow EYFS and the Cambridge Pathway with MOE subjects embedded. Our academic year runs from August to June. Children can be admitted during the academic year if a place becomes available subject to SPEA guidelines and admission assessment criteria.

BIPS prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply regardless of nationality, ethnicity or religion. The school is open to admit students with SEND provided it can cater to their needs adequately.

Our admission process begins in the month of January for the following academic year (August/September).

Eligibility

- Admissions to EYFS are accepted on a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development. The candidates are accepted to EYFS upon the completion minimum age given in the table below.
- Year 1- 2 admissions will be subject to a review of the child's most recent school report (if applicable) and will include an English, Maths and Arabic assessment test (for Arabic speaking students or who studied Arabic in previous grades/years) The candidates are accepted to Year 1& 2 upon the completion minimum age given in the table below.
- Year 3-10 admissions will be subject to a review the child's most recent school report, Arabic proficiency test (for Arabic speaking students or who studied Arabic in previous grades/years) and a CAT4 assessment report.
- Those students wishing to join Year 11 – Year 13 admissions will be purely based on CAIE result/grade (or equivalent) and will also be interviewed by each of our subject specialists to determine their subject knowledge. The candidates are accepted upon the Certificate of completion previous year and does not exceed the highest age limit permitted
- Admission to Advanced Subsidiary(As) level is solely based in the attainment at the iGCSE. For details please refer to the post16 booklet on the school website. The student must have the relevant subject area selected for As /A level in the iGCSE. [Subject Offered.pdf](#)
- We work in accordance with SPEA age enrolment guidelines and aim to place children in the appropriate year group. Students who are transferring from schools following different curriculum are advised to contact our Sr. Secretary for advice when completing their on-line registration.

Language of Instruction: English is the language of instruction and daily operation at BIPS. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. BIPS does provide limited English Language support for students for whom English is an additional language, but we do not have intensive support programmes for student falling more than 2 grade levels behind in English language ability. Parents will be encouraged to provide additional support, at their own expenses, for English language learning activities.

BIPS 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. Failure to disclose relevant information, including the deliberate withholding of information, at the time of application may result the child not making the expected progress in school. Similarly, we expect parents to work closely with us if a particular educational need is identified during or following the admission process.

Admission Priorities

Admission will be subject to the availability of places in the appropriate year group. All students will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure there is a balance of gender, academic abilities and nationalities.

Age Requirements

We work in accordance with SPEA age enrolment guidelines and aim to place children in the appropriate year group.

Entry age by 31 st August	Year
3 years old	FS1 (Pre-School)
4 years old	FS2 (Reception)
5 years old	1
6 years old	2
7 years old	3
8 years old	4
9 years old	5
10 years old	6
11 years old	7
12 years old	8
13 years old	9
14 years old	10
15 years old	11
16 years old	12
17 years old	13

Admission Process

In order to complete the full admission process, parents must complete each of the following steps. BIPS will confirm progress at each stage.

Step 1

To begin the application process, please submit your enquiry through the BIPS online registration form. (<http://bips.fortidyndns.com:8000/Admission/Admissionbips.aspx>)

Step 2

Once you have completed the online application, you will receive a temporary reservation number. Please use this number for all future correspondence and queries. Without the Enquiry Number, we cannot verify your Enquiry submission. An acknowledgement email containing next steps will be sent to the email address you provided.

Step 3

Your child will be invited by the School Registrar for an assessment/ interview via email notification or phone. CAT4 exams/ Interview/ Written Assessments/ report card evaluation will be decided for approving each student's admissions and accordingly coordinated by the school Registrar and the results will be notified via email or by phone.

An amount of AED 100/- for Pre School - Year 2 & AED 200/-for Year 3 to 13 (non-refundable) will be collected before the assessment for all Year groups.

Step 4

BIPS will be sending confirmation letters to successful applicants, subject to seat availability.

After the student has been offered a place and parents have accepted the offer, an admission fee of AED 500/- along with seat confirmation fee of 10% of the Tuition fee is payable either in cash or through credit card and is deductible from the tuition fees for the academic year.

This is a non-refundable deposit and shall be payable within 5 working days to confirm the seat. If it is not paid within 5 working days, the admission will be moved to the waiting list and may only be available by turn.

Step 5

To confirm admission, submit the required documents to Sr. Secretary and the fee in 3 PDCs to accounts department within 10 days.

It is important to note that admissions at this stage is subject to approval from the SPEA, where a routine document check is done. Subsequent to this admission will be regularized. Once the above process is completed student is officially enrolled.

[Click here for more details - Fee Structure & Refund Policy](#)

Required Documents

6 recent coloured passport size photographs.

A copy of student's passport with valid residence visa.

A copy of family book (for UAE nationals only)

The original Emirates ID + a copy

A copy of the birth certificate.

A copy of the vaccination card+ medical file from the previous school.

A copy of father's passport with valid residence visa + a copy of Emirate

Original continuous studying letter from the previous school.

Original pass certificate of the last grade level (from KG onward).

Original transfer certificate.

if a student is transferring from a school located outside the UAE all documents must be endorsed by the ministry of education, the ministry of foreign affairs, and the UAE embassy of the issuing countries.

All documents for admission should be submitted to the school authorities within 20 days from the date of admission.

Enquiries regarding any of the process can be made through admission@bips.ae / enquiries@bips.ae

School Transportation

The school has outsourced the service of transportation to students. The transport company provides transportation to different locations of Dubai, Sharjah and Ajman. The Fee for school transportation is as follows.

Location	Sharjah	Ajman	Dubai (Silicon Oasis & Mirdif)
Fees	3000	3500	4500

Students being transported are under the authority of the bus driver/bus attendant just as they are under the authority of the classroom teacher(s) while at school. In addition, the school administration continues to have authority over consequences for misbehavior while on the school bus. Students shall consider the school bus an extension of the classroom and shall observe established and appropriate standards of classroom behavior and dress while riding a bus.

Please find the attached [Transport Policy AY 2022-23.pdf](#)

Payment Policy

Registration fee of AED 500 + 3 PD cheques Post-dated

Cheque 1: on 5th of August Post-dated

Cheque 2: on 5th of December Post-dated

Cheque 3: on 5th of March

Bounced cheque and late fee payment will be charged with AED 100.

Refund Policy

Amount paid for books & uniforms are non-refundable.

The refund policy for tuition & transport fee is as per SPEA guideline(SPEA [Fee Refund Policy.pdf](#))

Attendance of 2 weeks or less: One-month fee to be paid

Attendance of 2 weeks to one month: Two months' fee to be paid

Attendance of more than one month: Entire Semester Fee to be paid

Discount Policy:

Discount on Tuition Fee for Siblings: 5%

Discount on Tuition Fee for single payment: 5%

Terms & Conditions of Leaving

Wherever possible BIPs requires one terms full notice that a student is leaving.

SPEA issues regulations regarding the collection of school fees depending on the period the student has been at the school and BIPs adheres to these regulations in full.

When fees remain unpaid, students are not entitled to receive a transfer certificate or their final reports until all fees have been paid.

Date Reviewed – January 2023

Next Review Date – January 2024