

## **ADMISSION PROCEDURE**

Brilliant International Private School (BIPS) is a private institution following Early Years Foundation Stage (EYFS) and the Cambridge Curriculum Pathway. Our admission process for new students is structured in accordance with these standards.

### **Admission Process**

BIPS follows the EYFS framework and the Cambridge Pathway, integrated with MOE subjects. The academic year runs from August to June. Admissions during the academic year are possible if places are available, subject to SPEA guidelines and assessment criteria.

BIPS maintains a non-discriminatory admission policy. We welcome applications from students of all nationalities, ethnicities, and religions. Students with Special Educational Needs and Disabilities (SEND) are admitted provided the school can adequately cater to their needs.

The admission process for the following academic year (starting August/September) begins in January.

### **Eligibility**

Admission is based on age-appropriate criteria and assessments, as outlined below:

| Year / Grade              | From DOB   | To DOB     |
|---------------------------|------------|------------|
| FS1 / Pre School / Pre KG | 01/01/2023 | 31/12/2023 |
| FS2 / Reception / KG1     | 01/01/2022 | 31/12/2022 |
| Year 1 / KG2              | 01/01/2021 | 31/12/2021 |
| Year 2 / Grade1           | 01/01/2020 | 31/12/2020 |

From Y3 to Y13 Continuous letter + term 1 report card is required to confirm the class placement.

### **Assessment Criteria**

**EYFS (FS1 & FS2):** Play-based assessments focus on personal, social, emotional, communication, and physical development.

**Year 1-2:** Review of the most recent school report (if applicable), along with English, Math's, and Arabic assessments (for Arabic-speaking students or those who studied Arabic previously).

**Year 3-10:** Review of the most recent school report, Arabic proficiency test (if applicable), and **CAT4** assessment.

**Year 11-13:** Admission is based on CAIE results (or equivalent) and subject-specific interviews.

Admission is based on iGCSE results. Students must have studied the relevant subjects at iGCSE. The candidates are accepted upon the Certificate of completion of previous year and does not exceed the highest age limit permitted. The student must have the relevant subject area selected for As/A level in the iGCSE **Subject Offered**

We work in accordance with SPEA age enrolment guidelines and aim to place children in the appropriate year group. Students transferring from schools with different curricula are advised to contact the **Senior Secretary** for guidance during online registration.

## **Language of Instruction**

English is the primary language of instruction and daily operations at BIPS. While we provide limited English language support for non-native speakers, intensive support is not available for students more than two grade levels behind in English proficiency. Parents are encouraged to supplement their child's English learning at their own expense.

## **Inclusive Education**

BIPS adopts an inclusive approach to education. Parents are required to disclose all relevant information about their child's educational needs, including any diagnoses or reports. Failure to provide this information may impact the child's progress. Parents are expected to collaborate closely with the school if educational needs are identified during or after the admission process.

## **Admission Priorities**

Admission is subject to seat availability in the appropriate year group. The school ensures a balanced mix of gender, academic abilities, and nationalities.

## **Admission Steps**

**Step 1:** Submit an enquiry via the BIPS Online Registration Form.

<https://bit.ly/bips-enroll26-27>

**Step 2:** Receive a temporary reservation number and an acknowledgment email with next steps.

**Step 3:** Attend an assessment/interview (CAT4, written tests, or report card evaluation) as coordinated by the School Registrar.

**Step 4:** Receive a confirmation letter if the application is successful. Pay the non-refundable admission fee of AED 500 within 5 working days to secure the seat.

**Step 5:** Submit required documents and post-dated cheques (PDCs) within 10 days. Admission is finalized after SPEA approval.

## **Required Documents**

1. Recent passport-sized photo of the student.
2. Copy of Emirates ID for both student and sponsor (valid).
3. Copy of passport & visa for both student and sponsor (valid).
  - o For UAE nationals: provide the passport page containing the unified number.
4. Copy of the student's vaccination record or medical file from the previous school.
5. Copy of birth certificate.
6. For UAE nationals: a copy of the family book (Khulasat Al Qaid).
7. Color copy of continuous studying letter from the previous school.
8. Color copy of pass certificate for the last grade level (Year 1 and above).
9. Color copy of transfer certificate.
10. Code of Conduct Certificate (Year 5 and above).

## **Student Admission Requirements**

### **1. Students Transferring from Within the UAE**

- A transfer certificate and an end-of-year academic transcript must be submitted.
- All documents must be officially attested by the issuing educational authority.

### **2. Students Transferring from Outside the UAE**

- The student's age must be appropriate for the requested grade level.
- The parent/guardian must provide a transfer certificate and an end-of-year academic transcript.

- All documents must be duly attested by:
  - The Ministry of Education in the country of origin;
  - The Ministry of Foreign Affairs in the country of origin;
  - The Embassy of the United Arab Emirates in the country of origin.

### 3. Students Who Have Been Out of School for Two Years or More

- The student's age must be appropriate for the requested grade level.
- The student is required to sit for a placement (level assessment) test.
- Based on the test results, the school administration will determine whether:
  - The student can be enrolled in the grade appropriate for their age; or
  - The student should be placed one grade lower to align with the academic curriculum.

## **Additional Admission Requirements Based on Curriculum and Country of Transfer**

### 1. Students Transferring from within the UAE – British Curriculum

- Students are required to submit an official transfer certificate duly attested by the relevant educational authority.
- International examination results (if available) must also be provided.

### 2. Students Transferring from within the UAE – Non-British Curriculum

(American, Asian, etc.)

- Students are not permitted to attend school unless an official certificate equivalency is submitted.
- The equivalency must be issued by the UAE Ministry of Education via MOE.GOV.AE.
- To obtain the equivalency, the following documents are required:
  - Academic transcripts for the previous two academic years, duly attested by the relevant educational authority.
  - An official transfer certificate, duly attested by the issuing educational authority.

### 3. Students Transferring from Outside the UAE – British Curriculum

- Students must obtain an official certificate equivalency from the UAE Ministry of Education.
- A transfer certificate issued by the school in the country of origin must be submitted.
- All documents must be duly attested by:
  - The Ministry of Education in the country of origin.
  - The Ministry of Foreign Affairs in the country of origin.
  - The Embassy of the United Arab Emirates in the country of origin.

### 4. Students Transferring from Outside the UAE – Non-British Curriculum

- Students transferring from non-British curricula are not eligible to enroll in Grade 11 or Grade 12 unless they have previously been enrolled in the British curriculum.

## **School Transportation**

The school has outsourced transportation services to students. The transport company provides transportation to different locations of Dubai, Sharjah and Ajman.

| Location | Sharjah | Ajman | Dubai (Silicon Oasis & Mirdif) |
|----------|---------|-------|--------------------------------|
| Fees     | 3,500   | 4,000 | 4,250                          |

Students being transported are under the authority of the bus driver/bus attendant. 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](#)

## **Payment Policy**

Registration Fee: AED 500 (non-refundable).

Tuition Fees: Payable via 3 post-dated cheques (5th August, 5th December, 5th March).

## **Refund Policy**

Books and uniform fees are non-refundable.

Tuition and transport fee refunds follow SPEA guidelines: ([\*\*Fee Refund Policy\*\*](#))

2 weeks or less: One month's fee payable.

2 weeks to 1 month: Two months' fee payable.

More than 1 month: Full semester fee payable.

## **Discounts**

**Sibling Discount:** 5% on tuition fees.

**Single Payment Discount:** 5% on tuition fees.

## **Terms & Conditions of Leaving**

One term's notice is required for students leaving BIPS.

Unpaid fees must be settled before the issuance of transfer certificates or final reports.

Date Reviewed: 21<sup>th</sup> January 2026

Next Review Date: January 2027.