



Admission Policy

Policy Created	November 2025
Policy Review date	August 2027

This policy has been adopted by the Creative British School Principal and board of Governors

Signed Principal: Ms. Julia Flavin

A handwritten signature in black ink that reads 'Julia Flavin'.

Date: 01-11-25



Introduction

At Creative British School (CBS), we are committed to providing equal and fair access to quality education in alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations. This Admission Policy outlines the criteria, procedures, and responsibilities for enrolling students at CBS, ensuring transparency, consistency, and fairness in all admission decisions.

Purpose

The purpose of this policy is to:

- Ensure that the school's admission process complies with ADEK guidelines and promotes inclusion, transparency, and non-discrimination.
 - Clearly define the responsibilities of the school, parents, and students regarding admission and re-enrolment.
 - Establish fair procedures for entry, placement, and transfer of students.
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General Admission Principles

- Admissions are open to students of all nationalities, abilities, and backgrounds, provided the school can meet their educational needs.
 - No student will be denied admission based on race, nationality, religion, or disability unless the school cannot accommodate specific learning or physical needs as determined by relevant assessments.
 - All admissions are subject to space availability, the student's age eligibility, and fulfilment of documentation and fee requirements.
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Admission Process

1. Application Submission

The first step in the admission process is to submit an online application through the school's official admissions portal (www.cbsabudhabi.com). Upon successful completion, the applicant will receive an SMS containing a reference number for tracking the application.

2. **Age Requirement**

Admission is strictly based on ADEK's age eligibility criteria. The student's age must fall within the specified range as of 31st December of the academic year.

Year/Grade	Cutoff Age
FS2 / KG1	4 years
Yr1 / KG2	5 years
Yr2 / GR1	6 years

Note: *Exceptions to the age range cannot be granted, including for students transferring from abroad.*

3. **Entrance Test / Interview**

Based on the availability of seats, shortlisted applicants on a first come basis will be invited for an entrance test or an interview. Siblings and children of staff members are given priority. Following this, there will be an interaction with the Admissions Committee, which will assess the applicant's academic readiness and overall suitability for admission.

4. **Letter of Acceptance**

If admission is granted, a formal letter of acceptance will be sent to the parent/guardian via email, confirming the offer of a place.

5. **Document Submission**

Once the admission offer is accepted, parents must complete the admission form and submit the following required documents:

Required Documents:

1. Three recent passport-size photographs of the student
2. Original Emirates ID of the child and two clear photocopies (front and back)
3. Clear photocopy of the student's passport and valid visa
4. Clear photocopy of the student's attested birth certificate
5. Clear photocopy of the student's vaccination record
6. Clear photocopy of the student's medical insurance card
7. A clear copy of the original final report card from the previous year and the current term report
8. Original Transfer Certificate / School Leaving Certificate from the previous school:
 - Within UAE (other Emirate): Must be attested by the relevant educational authority.
 - Outside UAE: Must be attested by:
 - Ministry of Education (in the country of origin)
 - Ministry of Foreign Affairs (in the country of origin)
 - UAE Embassy (in the country of origin)
9. Original Emirates ID of both parent's (father and mother) and one clear photocopy (front and back)
10. Copy of both parent's passport with valid UAE visa
11. Clear copy of electricity bill / Tawtheeq or any document showing Premises ID

6. **Registration Fees**

To secure the offered seat, parents must pay a non-refundable and non-transferable registration fee equivalent to 5% of the annual tuition fee. This amount will be adjusted against the first term's tuition fees.

Re-Registration

- Re-registration for existing students must be completed by the deadline communicated by the school.
 - Continued admission is subject to fee payment, discipline, and academic progress.
 - A seat may not be guaranteed if re-registration is not completed on time.
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Admission of Students with Determination

Creative British School is committed to inclusive education and will admit students of determination provided the school can accommodate their learning needs. The school will collaborate with parents and relevant authorities to ensure support plans are in place.

Mid-Year Admissions and Transfers

- Mid-year admissions are allowed based on ADEK approval and availability of seats.
 - Students transferring from other ADEK-licensed schools must provide a valid transfer certificate.
 - Students transferring from outside Abu Dhabi must comply with the equivalency and attestation requirements outlined by ADEK.
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Withdrawal and Cancellation

- Parents must notify the school in writing at least two weeks prior to withdrawal.
 - Original transfer certificate and report card will only be issued once all dues are cleared.
 - The school reserves the right to withdraw admission for non-compliance with policies, serious misconduct, or failure to meet academic expectations.
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Review and Oversight

This policy will be reviewed every two years or as required to comply with updates from ADEK. Changes will be communicated to the school community in a timely manner.