

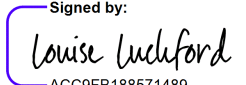
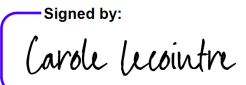


# French Curriculum Schools - Admissions Policy

## Policy Details

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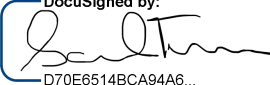

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## 1. Purpose

- a. The French Curriculum Schools of Taaleem Holdings P.J.S.C. aim to provide high-quality education to students of all nationalities, aged 3 to 18 years old, and embrace inclusion and diversity by welcoming students from all segments of society, including those with special educational needs.
- b. The ethos of the French Curriculum Schools promotes global citizenship while acknowledging the international profile of schools in the UAE. French schools abroad, provide teaching in line with the programs of the French Ministry of National Education from Petite Section to Terminale and adheres to rigorous academic standards with clearly defined knowledge and skill expectations.
- c. The aim of the Admissions Policy is to inform prospective parents about the admission criteria and process, ensuring fairness and equity throughout the procedure.

## 2. Scope

The schools within the French Curriculum Group are as follows:

- a. Lycée Libanais Francophone Privé Meydan (Age 3-18) (School accredited by the French Ministry of Education from Pre-KG (PS) to grade 12 (Terminale))

## 3. Policy Statement

- a. The French Curriculum Schools aim to enrol students who have the potential to flourish in the academic environment provided. Students benefit from the wide-ranging education on offer and can take full advantage of the opportunities available, participating fully in the life of the school. The French Curriculum Schools value parents who are committed to partnering with the school for the academic, personal, social, and emotional development of their children. Therefore, parents are expected to embrace the school's guiding statements and expectations. We nurture a strong sense of community across our schools, fostering high aspirations for every student. We look for the potential in all prospective students and consider their suitability to the ethos of the school and the student body. We are dedicated to inclusivity and providing excellent pastoral care to support each student. The admissions process ensures a good fit for the benefit of all stakeholders.
- b. The French Curriculum Schools foster a strong community that represents a variety of backgrounds and experiences. We are committed to inclusion and providing excellent pastoral care for each student. We believe that students' learning, interaction, and growth through the School and French curriculum are enriched when they interact with peers who bring diverse backgrounds, life experiences, and perspectives to the campus.
- c. We invite all prospective parents to schedule an appointment with our Admissions Team to discuss potential enrolment. Each application is considered individually, taking into account academic ability, approach to learning, including effort, behaviour and participation, and additional learning needs. We also look for involvement in a range of activities including community service and student leadership.

- d. Prospective students can apply online via the school's website and may be required to sit an assessment appropriate to their age and stage of learning. We welcome students into every grade, depending on the availability of places, and the meeting of criteria for the appropriate grade. The deadline for admissions to classes leading to official examinations (Grades 9, 11, and 12) is September 30 of the current academic year. Our goal is to make the admissions process as smooth and transparent as possible for both prospective students and parents.

#### **KHDA**

- e. The Knowledge and Human Development Authority (KHDA) is the educational quality assurance and regulatory authority of the Government of Dubai. The KHDA regulates private schools in Dubai. There are certain requirements that must be met by both parents and the school to enable the student to attend a private school. The KHDA provides a Parental Guide for School Admissions on their website <https://www.khda.gov.ae/> which sets out essential information for parents.

## **4. Guidelines**

### **Prioritisation**

- a. When an application is received, students are placed into the admissions pool based on a general prioritisation. Children of school staff are given consideration, followed by siblings of current students and other applicants.

### **Age and Cut-off Year of Entry**

- b. The French Curriculum Schools adhere to the KHDA guidelines by using the student's age, as of December 31<sup>st</sup>, for year group placement. Promotion to the next year group is primarily determined by the student's completion of their last academic year. For Maternelle (ages 3 years to 5 years), placement is based on age. From CE1/Grade 2 to Terminale/Grade 12, age serves as a guideline, but promotion depends on a valid school report and an attested transfer certificate from the child's current school to facilitate the correct placement, supported by assessment.
- c. Students must be of the appropriate age for their grade by December 31<sup>st</sup> and demonstrate readiness through report card and assessment.
- d. Other factors influencing placement in the age-appropriate year group may include:
- Considering the cut-off date in the student's country of origin to prevent potential academic penalties upon the student's return, starting grade 3.
  - Evaluating the student's successful completion of an equivalent grade level in another educational system.
  - Reviewing a transcript or report card from the previous academic year that demonstrates exceptional academic performance and strong social skills.
- e. The French Curriculum Schools follow the programs of French Ministry of National Education and might welcome French speaking applicants who have been studying within a different curriculum after successfully passing entrance examinations in French,

and Mathematics, as well as assessments of specific skills required by the French curriculum. The following shows the correct age and year for a student to join and the equivalent grade comparison chart.

Grade & Year - Plus Age Comparison			
	Grade	Age as of 31st December	Equivalent Year Group
<b>Maternelle</b>	PS	3 Years Old	Pre-KG
	MS	4 Years Old	KG1
	GS	5 Years Old	KG2
<b>Élémentaire</b>	CP	6 Years Old	Grade 1
	CE1	7 Years Old	Grade 2
	CE2	8 Years Old	Grade 3
	CM1	9 Years Old	Grade 4
	CM2	10 Years Old	Grade 5
<b>Collège</b>	Sixième	11 Years Old	Grade 6
	Cinquième	12 Years Old	Grade 7
	Quatrième	13 Years Old	Grade 8
	Troisième	14 Years Old	Grade 9
	Seconde	15 Years Old	Grade 10
<b>Lycée</b>	Première	16 Years Old	Grade 11
	Terminale	17 Years Old	Grade 12

## 5. Application Process

Entry into any grade at any time is possible within the French Curriculum Schools, subject to availability, except for classes preparing for official examinations (Grades 9, 11, and 12). Schools that are oversubscribed will indicate on their websites if a grade level is at a waitlist stage. Applications for future academic years open one year in advance. Please note that applying does not guarantee an admission offer or the availability of a place.

### How to Apply

- Parents are required to complete an online application form and submit necessary documents to the Admissions Office. An application fee of AED 525 including VAT, which is non-refundable, must be paid before the application can proceed. Paying an application fee does not guarantee a place in the school. For parents applying from overseas, the Admissions Office will coordinate with the student's current school to assist in the assessment process. Students will be invited to attend an assessment, and a confidential reference form may be sent to the student's current school.
- Further assessment to determine French language proficiency or learning support needs are necessary. The French Curriculum Schools may also request additional supporting

information from the student's current school to facilitate a smooth transition and induction into the school.

### Documentation to Submit

- c. All relevant information, including details of disciplinary, social, physical, medical, or psychological needs, and any potential learning support needs, must be declared at the application stage. Copies of external documents such as professional assessments, individual learning plans, and one-to-one learning requirements may be requested.
- d. At the application stage, parents will be asked to upload documentation to the school's admissions portal. This includes previous school reports, passport copies, Emirates IDs, and any other documents requested by the Admissions Team. One crucial document is the 'Transfer Certificate,' which parents must obtain from the student's previous school; without it, the student cannot start at the new school. Documentation for the Dubai Health Authority must also be submitted, including a signed medical consent form and the student's immunization records.

### Applying to Multiple Taaleem Schools

- e. A non-refundable application fee of AED 525 is required when applying to each school in Dubai within the Taaleem Group, unless the school cannot offer a place due to a waitlist. In such cases, the application fee may be transferred to another Taaleem school, providing availability.

### Admissions Pool & Waitlist

- f. As applications are completed, they will be reviewed, and a place will be offered where possible. If the number of applications exceeds the available places, French Curriculum Schools will place applicants in a waiting pool. Placement in the waiting pool does not guarantee a spot, but parents will be regularly updated regarding the status of their application for the current or upcoming academic year. Parents are expected to provide updated student report documents every term while on the waiting list.
- g. If a place is not available for the desired entry term, the French Curriculum Schools will discuss with parents whether they prefer the student's application to be deferred to the following term or academic year.

### Deferral of Offer

- h. Due to unforeseen circumstances, parents may decide to roll over the admission of the student to another term or academic year. This is possible pending availability of a seat and only if parents inform the Admissions team before the date of the student's original admission date. Deferrals are only possible upon approval by the Admissions and Academic teams and may require an additional assessment.
- i. Parents are permitted to rollover the application up to one year from the initial date of enrolment, after this, no further date change of admission is allowed, and the deposit will be lost.

## Returning Students

- j. Students that wish to return to the same school that they departed from will not be required to pay an application fee unless they are returning after one year from their leaving date. Students returning within one year from their date of leaving will not be required to sit an additional assessment, however updated school reports will be required.

## Assessments

- k. The French Curriculum Schools aim to provide a happy and purposeful environment for students. We strive to make assessment days pleasant and stress-free, ensuring candidates feel at ease. The assessment process aids in determining the appropriate placement and helps teachers decide on the correct learning pathway for each student. Assessment procedures are tailored to the needs of students joining different grades, but they share some common elements:
- Applicants will be invited for a formal entrance assessment and interview with senior academic team members, including the Heads of Inclusion (where applicable). The French Curriculum Schools do not provide assessment results directly to candidates' parents, as these are considered in context. However, a senior member of the relevant grade or an Admissions representative is always available to discuss the student's performance.
  - French Curriculum Schools are fully inclusive, offering high-quality education to French speaking children from other accredited or non-accredited schools, after successfully passing the entrance examinations mentioned in the "Assessments" section. Each school's primary goal is to serve families in the community, providing places as needed without prejudice or exclusion.
  - Upon application, parents are required to disclose any known additional needs their child may have. If a student has any diagnostic, psychological, or medical reports, these must be submitted before enrolment.
  - The Head of Inclusion may conduct an assessment of educational needs upon entry. The Inclusion Team will use the information from this assessment and other identification procedures to determine the appropriate type and level of support for each student. This could include referral for evaluation by an educational psychologist, but this will not be a condition for acceptance.
  - Assessment outcomes may indicate the need for additional support, such as extra personnel or resources, is needed, the associated costs will be discussed and agreed upon with the parents beforehand, with full transparency regarding the actual costs. Details of the additional requirements will be clearly communicated to parents in writing and may be included in the conditional acceptance letter or parent agreement. Translations of these documents can be provided to ensure full understanding and informed consent.
- l. Admissions decisions for French Curriculum Schools are made at the discretion of the Principal. Possible admission decisions are as follows:

- Offer of a place to the student
- A probationary place is offered to the student, linked to conditions set by the school which must be accepted and met prior to joining.
- Placement on the waitlist for a place

### Detailed Assessments

Our French curriculum schools are staffed predominantly by teachers trained and experienced in the French education system. The language of instruction is French; therefore, all students must be fluent in written and spoken French.

For students coming from schools that have a French Ministry of Education Accreditation, they are required to present their report card and will be required to sit for academic assessments. Students from outside this system will also be required to sit an academic assessment. Prospective students may undergo an assessment process with the Admissions Office, regardless of their grade, school, or country of origin.

- **PS to GS:** Children and their parents are invited into the school to spend time in the kindergarten section, meet the teaching team, and experience child-centred activities in the learning environment. For very young children this process may be repeated as they develop later in the year.
- **CP:** All eligible applicants are invited to attend a classroom experience at the school. This is considered alongside the application to assess the child's readiness for Grade 1.
- **CEI to CM2:** All eligible applicants take an age-appropriate CAT4 test to evaluate general cognitive abilities in verbal, quantitative, non-verbal, and spatial reasoning. Overseas applicants can complete this assessment remotely. The CAT4 report assesses how students think in areas crucial to learning and helps students and teachers understand their academic potential. Upon completion of the CAT4, students may also be required to complete tests in French and Mathematics.
- **Sixième to Seconde:** All eligible applicants take an age-appropriate CAT4 test to evaluate general cognitive abilities in in verbal, quantitative, non-verbal, and spatial reasoning. Overseas applicants can complete this assessment remotely. The CAT4 report assesses how students think in areas crucial to learning and helps students and teachers understand their academic potential. Students may also be required to complete a written admission test in French and Mathematics.
- **Première and Terminale:** Students applying for Première and Terminale are required to have attended a recognised accredited school, provide a report card and be fluent French speakers. Students applying for these grades must hold the French Brevet and take an age-appropriate CAT4 test to evaluate general

cognitive abilities in verbal, quantitative, non-verbal, and spatial reasoning. They will also be required to take entrance tests in French and in the chosen specific subjects.

- m. Assessment results are used to inform the level of learning support required and are considered alongside the application and other required documents before a place is offered.

### Criteria for Admissions

- n. Within the French Curriculum Schools, the criterion of acceptance is on an individual basis. However, broadly we seek to enrol the following students.
- Who are well-rounded and enjoy learning.
  - Whose academic performance (where applicable) is at an appropriate level.
  - Whose conduct is good overall and those that are respectful to others.
  - Who are and whose parents are committed to the French Group of school's mission and vision and have an interest in the community.
  - Whose qualities will enrich the French Schools and who will make a positive contribution.
- o. Failure to provide accurate information during the applications process may result in the offer of a place being withdrawn.
- p. The French Curriculum Schools may decline admissions where:
- Assessment indicates the student is working significantly below age-related expectations and would not be able to successfully access the curriculum.
  - The student requires levels of SEN, Language or other support beyond the provision and resources available at the school at the time of the student's intended start.
  - Documented behavioural history or assessment demonstrates patterns of conduct that would negatively impact learning or wellbeing of self or others.

### Non-admission of Students of Determination and English Language Learners

In line with the *Directives and Guidelines for Inclusive Education (2020)* and *Advocating for Inclusive Education: A Guide for Parents (2021)*, the school is committed to a fair and transparent admissions process for all applicants. In the exceptional circumstance where a decision is made not to offer a place or to place an applicant on a waiting list, the following procedures will be followed:

#### 1. Comprehensive Entry Assessment

The admissions assessment will be holistic, identifying the applicant's strengths, learning needs, and the strategies most likely to support their success.

#### 2. Team Around the Child (TAC) Review

A documented and minuted Team Around the Child (TAC) meeting will be convened to review the case.

The TAC will include the Head of Inclusion and other relevant members of the academic team involved in supporting the child. Following the review, the Head of Inclusion will provide a recommendation to the Principal/Head of School, taking into account both the best interests of the applicant and the school's current capacity to provide appropriate support within the relevant grade or phase.

### 3. Decision Making

The Principal, in consultation with the Head of Inclusion, will review the TAC recommendation and determine the enrolment outcome.

### 4. Communication and Reporting of Non-Admission or Waitlist Decisions

- The Principal, together with the Head of Inclusion, will provide parents/guardians with written communication outlining the decision and the specific reasons for it.
- For students of determination, the KHDA non-admission notification form will be completed and submitted via the designated online portal.
- In cases of non-admission of students of determination, the initial admissions application fee will be reimbursed to the parents/guardians.

This process applies whether a student of determination is identified before the admissions assessment or during the admissions process.

## 6. Acceptance of Offers

- a. Parents will be given five (5) days in which to secure their child's place by paying the registration fee, which will be offset against the termly fees. If payment is not made within 5 days, the place will be offered to the next child waiting.
- b. In certain circumstances, conditional acceptance may be granted, meaning the student is accepted pending the fulfilment of additional criteria within an agreed timeframe. These criteria will be clearly outlined in the admissions offer letter. To confirm the student's place, parents must comply with the requirements of the KHDA including submitting all necessary registration documents to these authorities.
- c. If the school is unable to offer a place due to being oversubscribed, parents have the option to transfer the application, including the application fee, to another school within the Taaleem Schools network, providing availability.

### Special Educational Needs and Disability (SEND)

- d. The French Curriculum Schools welcome students of determination and are committed to the following principles in line with the Dubai Inclusive Education Policy Framework (2017): [The Dubai Inclusive Education Policy Framework \(2017\)](#) for Taaleem French schools in Dubai:
  - Admission to the school will not be conditional upon the submission of a medical diagnosis, and students will not be refused admission based solely on their special needs.

- Students of determination are guaranteed the right to receive quality education and training across all phases of schooling.
  - Students of determination will be actively supported to participate in learning processes, develop their potential, and build relationships with peers in age-appropriate common learning environments.
  - Access to appropriate provisions, resources, and curricular options will be provided for students of determination.
  - Students of determination will receive necessary support, accommodations, and curricular modifications to ensure equitable access to educational opportunities.
  - The school promotes equity for students of determination.
- e. The French Curriculum Schools will fulfil its legal and moral responsibilities under UAE law to accommodate the needs of applicants. Further assessments and information may be requested from parents to provide effective support. For more information on parental rights and responsibilities in the admissions process for Taaleem French schools in Dubai, please refer to the KHDA publication ["Advocating for Inclusive Education – A guide for parents."](#)
- f. Upon application to the school, parents are required to disclose any known additional needs their child may have. The Head of Inclusion will then arrange a meeting with parents to understand these needs and ensure appropriate provisions and support are in place before the child's entry into school.
- g. The French Curriculum Schools are not able to undertake any diagnosis for specific conditions and may require a formal assessment to be arranged at the parents' or guardians' expense that would support the students in-class learning; however, this is not a requirement to be accepted in the school.
- h. The Head of Inclusion will assess and determine appropriate provisions for the student, which may include additional costs to parents or guardians. This could involve 1:1 Learning Support Assistants and/or specialist support from external agencies (such as speech and language therapy, occupational therapy). All conditions for specific interventions will be agreed upon with parents upon acceptance of the admission offer and implemented post-admission. If additional needs are identified after admission, the school will collaborate with parents to provide the best possible support and educational plan for the student.
- i. Where available, parents are expected to:
- Provide the school with copies of all medical, psychological, or educational assessment reports that are available, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for the student.
  - Please refer to the school's Inclusion policy on the website or ask the Admissions Manager for a copy for further information.

### **Class and Set Sizes**

- j. Offers can only be made if there is an available place in the grade or if the necessary subjects are available. Due to the transient and uncertain nature of the international community in the UAE, flexibility is required when making offers.

- k. Class sizes vary depending on the approval from KHDA and based on the grade level and the specific school. For specific information on maximum class sizes for the grade level you are applying to, please contact the school directly.

### **Orientation**

- l. At the start of the academic year, new students and their families are introduced to the school by the Admissions or a member of the Admissions team. All families will have the opportunity to meet senior members of the academic staff during their preliminary visits to the school.
- m. The school will hold an orientation session for new students to help them settle in quickly. There is close collaboration between the Admissions Manager, Principal, and Heads of School to ensure a smooth transition.

### **Intimate Care Policy (Maternelle)**

- n. All students should be fully toilet trained (both urinary and faecal) by the time of starting PS (and higher) and must accept the school's policy on toileting. The school recognises that accidents, both urinary and faecal incontinence, do occur at times, but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained. For more information, please reference the school's Intimate Care Policy.

- o. **Immunisation Policy and Vaccination Upon Admission**

Upon admission, all students are required to submit an up-to-date copy of their immunisation records, aligned with the DHA and KHDA standards. These documents must be clear and provided in English. Students who do not present valid vaccination records or medical forms will be considered as having incomplete admission documentation and will be flagged during the enrolment process.

For students who are unvaccinated due to medical reasons, compliance with DHA recommendations is mandatory. They must provide medical documentation from their GP and complete the DBSJ vaccination refusal paperwork, which includes the refusal form and checklist. Additionally, the DHA medical form is an essential part of the admission process and must be completed before the student begins attending school. This ensures the safety and well-being of all students. A printed copy of the form will be securely stored in the student's DHA medical file within the locked clinic.

## **7. Registration and Re-registration**

### **Registration Fees**

- a. New students are required to pay 4,000 AED or 10% of the annual tuition as a non-refundable registration fee to accept a place in the school. This fee will be deducted from the tuition fees for the joining term.

### Re-registration fees

- b. Returning students must pay a non-refundable re-registration fee of 2,000 AED or 5% of the annual tuition fee to hold their place for the following academic year. This fee will be requested after the Spring break, to be paid by a set deadline, and deducted from the first term's tuition fees. Failure to pay the re-registration deposit may result in the student's place being revoked.
- c. If a family relocates outside of the UAE or to another Emirate, the school may refund the deposit, in line with the KHDA guidelines.
- d. Refund requests must be made in writing to the Admissions Office before the start of school and will be reviewed at the discretion of the Senior Leadership Team. The French Curriculum Schools reserve the right to request further documentation to support the request. No refunds will be issued for requests received after the new school year has commenced.
- e. The French Curriculum Schools reserve the right to withhold academic reports and refuse re-enrolment for students whose fees are repeatedly not paid on time or have not been settled for the previous academic year.

## 8. Withdrawal & Refund Guidelines

- a. Students can withdraw from the French Curriculum Schools at any time of the year. Regulation guidelines are available in the KHDA Refund Policy.
- b. Parents must complete a withdrawal form and will have the opportunity to meet with a member of the school's Senior Leadership Team to discuss the reasons for the withdrawal.
- c. Charges will apply depending on the time of withdrawal within the term. All withdrawing students will be reported to the principal who will make a final recommendation in conjunction with the Taaleem Central Office.
- d. To comply with government regulations, the school must be informed of the country to which the student is transferring. If the student is transferring to another school in Dubai or another part of the UAE, the school will prepare a Leaving Certificate, for which the parent will be charged AED 120. The Admissions Manager must be informed in writing of the new school to prepare the necessary documentation.

## 9. Transfers within the Taaleem Schools Group

- a. Students wishing to transfer to another Taaleem school must first seek permission from their current Principal. After obtaining this permission, they must submit the official withdrawal form. An application fee of AED 525 is required when applying to another school within Taaleem. Families are not allowed to hold places at two Taaleem schools; upon acceptance of a place at the new school, the place at their current school is automatically released and a withdrawal form should be submitted immediately
- b. Transfers of students within Taaleem are only permitted at the start of a term. Mid-term transfers are not allowed unless in exceptional circumstances.

## 10. Acceptance of Policies

- a. By accepting a place at the French Curriculum Schools, parents/guardians agree to abide by all school rules, policies, and expectations, including those related to behaviour, respect for others, attendance, use of school equipment, field trips, and academic matters.
- b. Intentional and proven breaches of the school's policies, including those on behaviour, anti-bullying, and social media use, may result in sanctions, including suspension from the school.

## Version Control

Version No.	Date	Details of Changes
1	Sep 2025	New policy

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