



credence
high school

CREDENCE HIGH SCHOOL

ADMISSIONS POLICY



**KNOWLEDGE IS POWER;
EDUCATION IS ITS SOURCE**



CREDENCE HIGH SCHOOL

ADMISSIONS POLICY



FUNCTION	For admissions
STATUS	Implemented
REVIEW SCHEDULE	Annual
REVIEWED BY	Admissions Supervisor Ms. Honey Ganglani
LAST REVIEWED ON	April 2026

ADMISSIONS POLICY

OUR VISION

To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to the society in the field of their choice.

OUR MISSION

Tailor an inclusive and supportive campus that offers a sense of belonging, happiness, physical safety and intellectual freedom to all of our students.

Harvest the innate talent of each child to build a school community of individual achievement and collective excellence.

Instill an acute sense of values and ethics in each of our students so they may be always known for their personal integrity and probity.

Nurture an international cross-section of students so they may learn to live in a globalized world and contribute in building a united, tolerant, caring society.

Kindle and keep alive the spark of curiosity in our students through the provision of ICT facilities and resources that support research – oriented, independent and inquiry based learning.

INTRODUCTION

Credence High School provides a comprehensive and inclusive holistic learning program for students from Pre-KG through Grade 12. Affiliated with the CBSE curriculum, we are committed to delivering excellence in education to the UAE's diverse community. While we welcome students of all nationalities (with the exception of Arab nationals, as per KHDA regulations), admission is subject to strict classroom capacity limits. Priority is accorded to siblings of current students; all other applicants are placed on a waitlist and enrolled as vacancies emerge. In all instances, Credence High School strictly adheres to the admission protocols mandated by the KHDA.

Academic Year

- Term 1: April – June
- Term 2: September – December
- Term 3: January – March

ADMISSIONS POLICY

Medium of Instruction

English

Arabic Language / Islamic Studies

- All students from KG1 to Grade 9 are required to learn Arabic.
- Credence High School provides Islamic Studies for Muslim children from Grades 1 to 12.

Grade Levels

Credence High School places students in age-appropriate grade levels based on interaction/aptitude test/class mentioned in the Transfer Certificate (TC)

Grades	Age (by March 31st of the year of admission)
Pre KG	3
KG 1	4
KG 2	5
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13
Grade 9	14
Grade 10	15
Grade 11	16
Grade 12	17

ADMISSIONS POLICY

Admission Process

Consists of the following:

- Inquiry /Online registration
- Confirming registration & Assessment/Interaction
- Enrollment (Payment of relevant fee as per KHDA guidelines)
- Registration with KHDA and signing of the Parent School Contract

Inquiry/Online Registration

Credence High School welcomes prospective families to visit the campus to observe the pedagogical practices and infrastructure that contribute to our reputation for excellence. Parents may schedule an appointment to tour the facilities, review the admission procedures, and meet with the Senior Leadership Team (SLT) at a mutually agreed-upon date and time.

For families unable to visit the campus in person, we encourage a thorough review of our website and the completion of the online registration form. Once submitted, the Admissions Office will follow up directly with further details and next steps. Parents are also welcome to contact us via the telephone number listed on our website for immediate inquiries. Our primary objective is to facilitate a seamless and expedited transition from initial inquiry to final enrollment.

Registration & Assessment

Online registration is finalized upon payment of a non-refundable registration fee of AED 525 (inclusive of 5% VAT). This payment secures the student's eligibility for the mandatory interaction or assessment, which varies by grade level:

- **Pre-KG & Kindergarten:** Candidates are required to participate in an observational, practical assessment to evaluate school readiness.
- **Grade 1 and Above:** Candidates must sit for an entry-level placement test covering English and Mathematics.

Enrollment & Offer of Admission

Successful applicants will be notified of their selection via email or telephone. To secure the seat, parents must visit the school to remit the relevant fees within **three (3) days** of the admission offer date.

Admission is granted based on seat availability and strict adherence to the following criteria:

ADMISSIONS POLICY

- **Age Appropriateness:** Must meet KHDA age requirements for the requested grade (applicable to Pre-KG through Grade 1).
- **Documentation:** Submission of a valid UAE Residence Visa and Emirates ID.
- **KHDA Compliance:** Mandatory registration with the Knowledge and Human Development Authority (KHDA) and execution of the official Parent-School Contract.

Mandatory Documentation

The following documents must be submitted at the time of admission and KHDA registration:

- **Transfer Certificate (TC):** From the previous school, properly attested (details below).
- **Immunization Records:** Required for all grade levels.
- **Special Education Reports:** Psychologist referrals or special education reports, if applicable or requested.
- **Translations:** Any non-English documents must be translated and attested for authenticity.

Note: Parents are responsible for ensuring all information and documentation provided is accurate. Failure to submit documents on time or sign the KHDA Parent-School Contract may result in the cancellation of the admission offer.

Transfer Certificate Requirements & Attestation

A Transfer Certificate is mandatory for all students. Failure to produce a complete and attested TC will result in the withdrawal of the admission offer. The TC must clearly state:

- Date of enrollment
- Year group/Grade placement
- Date of withdrawal
- Official school stamp and signature

Attestation Protocols

- **Within Dubai:** TC must be countersigned by the KHDA/Dubai Education Authority.
- **Other Emirates:** TC must be attested by the respective Emirate's Ministry of Education.
- **GCC Countries:** TC must be attested by the Ministry of Education of the issuing country.

ADMISSIONS POLICY

- **Overseas:** TC must be attested by the local Education Officer, followed by the UAE Embassy in that country, and finally the UAE Ministry of Foreign Affairs.

(For detailed attestation procedures, please contact the Admissions Department.)

CHS Inclusion Policy: Admission of Students of Determination

Credence High School (CHS) is committed to the principle that all Students of Determination possess an inherent right to equitable admission, participation, and high-quality learning experiences. We ensure that no student is refused admission solely based on their identified needs.

Our Inclusive Commitment

- **Sibling Priority:** We offer priority admission to siblings of Students of Determination.
- **Common Learning Environment:** We advocate for a culture of collaboration and mutual respect, where students are educated alongside their same-aged peers with necessary accommodations and curricular modifications.
- **Stakeholder Responsibility:** The Governing Body and school leadership are dedicated to valuing diversity, recognizing student potential, and proactively removing barriers to learning through child-centered, differentiated instruction.

Identification and Assessment

- Admission is not contingent upon a medical diagnosis.
- Upon entry, an '*Assessment of Educational Need*' is conducted to identify the appropriate category and level of support required. This ensures timely and consistent intervention tailored to the student's developmental stage.

Grade and Class Placement Policy

Grade Placement

To best serve the student's educational interests, placement is based on the grade level most recently completed. We adopt a conservative placement approach to ensure the student is academically and socially prepared for their assigned year group.

ADMISSIONS POLICY

Class Placement

Our goal is to create balanced and diverse sections within each grade. Placements consider:

- Educational and support needs
- Gender balance
- Class size optimization
- Cultural and national diversity

Class Size & Ratios

In compliance with KHDA requirements, our teacher-to-student ratios are as follows:

- Kindergarten: 1:25
- Grades 1 to 10: 1:30

Note: Pre-KG to Grade 1 classrooms are supported by a Class Teacher, a Teaching Assistant, and a Class Nanny.

Financial Information and Sibling Benefits

- **Sibling Preference & Discounts:** Siblings of current students receive admission preference and a discount up to 20% on tuition fees. This discount applies to the younger sibling(s).
- **Fee Structure:** Both tuition and transport fees are calculated on a 10-month academic basis.
- **Leave of Absence:** Fees remain payable during any authorized or unauthorized leave. No concessions are granted for periods of absence until the student is officially withdrawn from school records following full clearance of dues.

Health, Safety, and Communication

- **Medical Records:** Parents must provide up-to-date vaccination cards and comprehensive medical information (allergies, disabilities, or behavioral concerns).
- **Emergency Contacts:** Valid emergency contact details for both parents must be maintained.

ADMISSIONS POLICY

- **Legal Guardianship:** The school communicates with both parents by default. In cases involving specific custody or single-parenting arrangements, the school requires a UAE-attested Court Order to deviate from this standard policy.

Withdrawal and Cancellation of Admission

All cancellations are processed in strict accordance with KHDA regulations:

- **New Admissions (Upcoming Year):** Deposits paid to confirm admission are non-refundable and non-transferable, unless the family is relocating outside of Dubai (subject to documentary proof).
- **Ongoing Withdrawals:** A formal '*Cancellation Application Form*' must be submitted to the Accounts Office.
- **Transfer Certificate (TC) Fee:** A mandatory KHDA fee of AED 126 applies for TCs issued to schools outside the Dubai private school network.
- **TC Issuance:** Certificates will only be released once all financial dues have been settled in full.

KHDA Refund & Recovery Schedule

- Attendance of 2 weeks or less: One month's fees are deducted.
- Attendance between 2 weeks and 1 month: Two months' fees are deducted.
- Attendance exceeding 1 month: Full term fees are deducted.

Striking-Off the Rolls

A student's name will be removed from the official school portal under the following conditions:

- Consistent failure to settle school fees by the designated due dates
- Uninterrupted absence of 30 consecutive days without prior written approval
- Formal request for withdrawal by the parent/guardian

Readmission

Students whose names have been struck off may be considered for readmission at the Principal's discretion. Such cases will be treated as new applications, requiring the standard admission process and applicable fee payments.

ADMISSIONS POLICY

CREDENCE HIGH SCHOOL

Admissions Journey

Six simple steps to join our family

STEP ONE

Submit Your Enquiry

Fill in the online enquiry or admission form to begin your journey with us.

01

STEP TWO

Hear From Our Team

Wait for the admissions team to get in touch with the next steps for assessment.

02

STEP THREE

Take the Assessment

Appear for the assessment based on the syllabus shared by our team.

03

STEP FOUR

Confirm Your Seat

Once you receive the offer, pay the admission fees, books and uniforms.

04

STEP FIVE

Submit Documents

Upload all required documents directly onto the school portal.

05

STEP SIX

Welcome Aboard

A welcome email and WhatsApp group details will be shared with you.

06

FOR MORE INFORMATION

Call +971 52 985 8300 / +971 4 321 2144

or write to admissions@credencehighschool.com