

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Admissions, Age Placement Guide and Registration Policy 2026 -
2027

Purpose and principles

Safa Community School provides a clear, fair and inclusive admissions process. This policy explains how applications, offers, registration, year-group placement, re-registration, withdrawal and refunds are managed in accordance with KHDA requirements and UAE law.

- The school welcomes applications regardless of nationality, ethnicity, gender, religion or disability.
- A student will not be refused admission solely because they are a student of determination.
- Admissions decisions consider the student's educational needs and readiness as well as the availability of a place.
- Assessment supports placement and planning. It is not used as an exclusionary barrier.
- The school communicates decisions and fee conditions in writing and keeps an auditable record.

Governance and review

The School Registrar's are responsible for implementation. The Leadership Team reviews compliance. The school appoints a placement coordinator, normally the Head of Inclusion or an appropriate senior leader, to lead exceptional placement cases and liaise with parents and KHDA.

The policy is reviewed annually. It will also be updated promptly when KHDA, the UAE Ministry of Education or another competent authority changes a relevant requirement. Material changes will be recorded in the revision history, communicated to affected families and reflected in admissions forms, fee communications and the parent-school contract where applicable.

Application and admission process

- Parents submit an application through the Safa Community School Admissions Portal. [Safa Community School Admissions Portal](#)
1. Year group placement strictly follows the KHDA Age-Year Group Cut-Off Chart, published annually.
 2. Required documentation must be uploaded at the time of application or submitted directly to the school.
- Before accepting an application or collecting an application fee, the school confirms whether a place is available in the relevant year group or explains in writing that the applicant will be placed on a waiting list.
 - Parents provide the required documents and disclose relevant information about the child's education, health, development and support needs.
 - The school completes the relevant assessment or observation and reviews the student's records.
 - The school issues a written outcome. A registration deposit is requested only after a formal offer has been issued and accepted.
 - Enrolment is confirmed only when the required KHDA registration, placement and transfer documentation is complete.

Required documents

Parent or legal guardian documents

- Passport copy
- UAE residency visa
- Emirates ID, front and back
- Custody or guardianship documents where relevant

Student documents

- Passport copy
- UAE residency visa
- Emirates ID, front and back
- Vaccination card and completed school medical form
- Report cards for the previous two years in English, or an authorised translation
- Transfer or Withdrawal Certificate where required
- Individual education plans, professional assessments, therapy reports or other relevant support information

Parents must promptly notify the school of any change in custody, guardianship, visa, residency, contact or medical information.

Assessment and references

Phase	Admission information activity
FS1 and FS2	Play-based visit and observation
Years 1 and 2	Play-based visit and readiness assessment
Years 3 to 6	CAT4 or an appropriate school assessment, plus a pastoral discussion
Secondary	CAT4 or an appropriate school assessment, plus an interview with the Head of Secondary or pastoral lead

Applications for FS to 12 require an SCS reference from the applicant's current school or nursery. Students transferring from another curriculum may complete additional diagnostic assessment so the school can identify curriculum gaps and plan support. Students of determination receive reasonable adjustments or an alternative assessment where required.

Progression between grades phases and Sixth Form

Progression between all grades and phases at Safa Community School is automatic. Entry criteria apply only to particular subjects, courses or academic pathways. They do not affect a student's progression to the next grade or phase.

Science pathways at the end of Year 9

At the end of Year 9, students are allocated to the Science pathway most appropriate to their individual needs: GCSE Combined Science, GCSE Triple Science or BTEC Level 2 Applied Science. The School's academic team determines the recommended pathway using relevant assessment information and evidence of each student's attainment, aptitude, readiness,

performance and progress in Science. The recommendation is discussed with the student and their parents.

Entry into Sixth Form and Level 3 courses

Following completion of Year 11, students progress automatically into Sixth Form. Entry into individual A-Level, BTEC and other Level 3 courses is subject to the School's published general and subject-specific entry requirements. The School applies these requirements consistently, based on prior attainment and evidence that the student is academically prepared for the chosen programme.

Where a student does not meet the published requirements for a particular subject or course, the School works with the student and their parents to identify and guarantee access to an appropriate alternative subject, course or pathway. The alternative reflects the student's attainment, abilities, strengths, interests and future aspirations.

Review of a programme of study

Where a student is not making appropriate progress or meeting the minimum expectations or assessment benchmarks for their chosen programme, the School may review the programme during the academic year. Any proposed change of subject, course or pathway is discussed and agreed with the student and their parents and is subject to KHDA approval. The School provides an appropriate alternative programme that supports continued progression towards the next stage of education, training or employment.

Year group placement

Standard placement

For an August or September-start school, age is calculated at 31 December of the admission year. The current KHDA age-grade comparison chart applies.

- FS1 to Year 1: chronological age is the primary and overriding criterion. Placement above or below the age-appropriate group requires prior written KHDA approval.
- Year 2 and above: the Transfer Certificate is the primary placement reference. If the certificate and UAE age-grade chart differ, the school notifies KHDA before confirming placement. Exceptional approval is required where the certificate places the student more than one year above the age-grade chart.
- Where no Transfer Certificate is available for Year 2 or above, age is the default. The school completes an internal assessment, prepares a provisional support plan and notifies KHDA before confirming placement.

The rules apply to new, mid-year and transfer admissions. A student already enrolled in the KHDA system continues normal progression under the rules that applied at first admission unless KHDA approves a change.

Transitional provisions for 2026 2027

The following one-off provisions apply only in the 2026–2027 academic year to children who have not previously enrolled in any educational institution:

A child born from 1 January to 31 December 2021 may be placed in FS1 or FS2.

A child born from 1 September to 31 December 2022 may be placed in FS1 or FS2.

Either placement requires a documented readiness assessment, a decision based on the child's

best interests rather than seat availability, written agreement and signed parental consent, and written notification to KHDA before enrolment is confirmed.

UK curriculum sub-age FS1 provision

From 2026–2027, a child born from 1 September to 31 December who does not meet the standard FS1 minimum age may be assessed for FS1 readiness. Placement requires a formal readiness assessment, written parent-school agreement and prior KHDA approval. Agreement between the school and parent alone does not confirm placement. If the child is not assessed as ready, the child may enrol in FS1 in the following academic year.

Exceptional placement and grade adjustment

Retention, advancement or any other placement outside the standard pathway is exceptional and requires prior written KHDA approval. Targeted support and inclusion remain the first response to learning gaps. The school will consider an exceptional request only where evidence shows a significant developmental mismatch and a clear risk to the student's learning, development, wellbeing or access to education despite sustained support.

- The placement coordinator gathers academic records, assessment data, work samples, teacher feedback, intervention and inclusion records, and relevant external reports.
- The school engages parents early, explains the concern and proposed placement in accessible language, and obtains signed consent before submission. Without consent, the student follows the standard pathway unless KHDA directs otherwise.
- The school completes the required risk assessment and rationale, records previous interventions and outcomes, and prepares a personalised transition plan.
- The school submits the complete case to KHDA and does not confirm or implement the exceptional placement until written approval is received.
- Following approval, the school reviews progress with teachers, inclusion staff and parents at least every eight weeks and at the end of each term, recording any changes to support.

The school does not charge for intervention, differentiation or inclusion support that forms part of a placement or transition plan. A parent-funded Individual Learning Support Assistant may be arranged only through a KHDA-approved Individualised Service Agreement and in accordance with the applicable KHDA guidance.

Students of determination

- No applicant is refused admission solely because of special educational needs or disability.
- The school provides reasonable assessment adjustments and plans an individual transition where required.
- Parents share relevant information and reports so the school can plan suitable provision. If information is withheld, the school documents its requests, uses available internal evidence and explains in writing how missing information may delay or constrain placement.
- Where evidence indicates a serious risk to access, wellbeing or inclusion and cooperation remains limited, the school follows its safeguarding and KHDA escalation procedures.

Fees and deposits

Application fee

- The application fee is no more than AED 500 (plus VAT). It covers standard assessment and administration, is not part of tuition and is not deductible from tuition.
- The fee is refundable if the student is not offered a place following assessment, or if the school collected the fee without first stating that no place was available or that the student would be wait-listed.
- The fee is non-refundable when the school makes a formal offer and the parent chooses not to accept it.

Registration deposit

- The school may request a registration deposit only after a formal offer has been issued and accepted.
- The deposit does not exceed 10 percent of annual tuition and is credited against tuition for the term of enrollment.
- If the parent cancels at least 60 calendar days before the school start date, the deposit is refundable. If notice is received less than 60 calendar days before the start date, it is non-refundable.
- No registration deposit is payable if the parent does not accept the offer.

Re-registration deposit

- The deposit does not exceed 5 percent of annual tuition or AED 500, whichever is higher, and is credited against tuition for the following academic year.
- For a September-start school, collection begins only after spring break and the payment deadline is not earlier than 1 May.
- If a parent withdraws at least 60 calendar days before the next academic year starts, the deposit is refundable. With less than 60 calendar days' notice, it is non-refundable.
- If the deposit is not paid by the deadline, the school cannot guarantee the place. The school will not later seek an unpaid deposit where the student does not enrol.
- KHDA approval is required before the school refuses to re-register a student.

Tuition and service fees

Annual tuition is collected either in three termly instalments, capped at 40 percent, 30 percent and 30 percent, or in ten equal monthly instalments. For a student joining during the year, tuition may be charged from the beginning of the month of enrolment. No payment other than the permitted registration or re-registration deposit is requested to secure a place.

Any mandatory or optional service fee, including any medical service fee, must be KHDA-approved where required, clearly itemised, and accompanied by written refund terms before payment. Such a fee is not a registration deposit and is not used to secure enrolment.

Withdrawal transfer and refunds

Formal withdrawal date

A parent or legal guardian must submit the school's formal withdrawal request and state the intended withdrawal date. The same date is recorded on the Withdrawal Certificate and is used for refund calculations. Absence or the last day of attendance does not constitute withdrawal. A

student remains actively enrolled while listed on the school register.

Certificates and outstanding fees

- A student transferring within Dubai requires the relevant KHDA online transfer process.
- A student transferring from outside Dubai provides a Transfer Certificate with the required attestations. The certificate must show the student's name, date of birth, enrolment dates, grade, curriculum, official stamp and signature.
- A child previously enrolled in a KHDA-permitted school or early childhood centre for children under six must provide a valid Transfer or Withdrawal Certificate before enrolment is confirmed.
- All outstanding tuition, mandatory service fees and other approved charges must be settled. The school may withhold the Withdrawal or Transfer Certificate until payment is complete.

Tuition refund calculation

Enrolment in the term	Tuition retained by the school
Before the academic year starts	Tuition paid is refundable. A registration or re-registration deposit may be deducted only where notice is given less than 60 calendar days before the start date.
Two weeks or less	One month's tuition
More than two weeks and up to one month	Two months' tuition
More than one month	The full term's tuition

The calculation is made term by term from the start of the term to the withdrawal date on the Withdrawal Certificate. Mandatory service fees paid before the academic year starts are refundable. Optional service fees follow the written terms agreed with the school or third-party provider; they are refundable before the year starts where no binding third-party contract exists. Book fees are refundable only when the student leaves before the academic year starts.

Complaints and appeals

The school provides a written explanation when admission is declined. A parent may use the school's complaints process to challenge an admissions, fee, refund or withdrawal decision. The school records each stage and seeks to resolve the matter internally. If the process is completed without resolution, either party may refer the matter to KHDA through its official channels. The school will provide any records requested by KHDA.

Records and confidentiality

The school keeps application, assessment, placement, consent, offer, payment, withdrawal, complaint and KHDA correspondence records in accordance with its records-management and data-protection requirements. Access is limited to staff who need the information for admissions,

education, safeguarding, finance or regulatory compliance.

Regulatory references

- KHDA Registration and Refund Policy for all Dubai Private Schools, supplied version dated 2026.
- KHDA Student Placement Guidelines, effective Academic Year 2026–2027.
- Dubai Inclusive Education Policy Framework.
- Ministerial Resolution No. 24 of 2021 on changing student admission age, including subsequent updates.
- Executive Council Resolution No. 2 of 2017 regulating private schools in Dubai.
- Federal Law No. 3 of 2016 on Child Rights.