



ST. MARY'S *Catholic High School, Dubai*

ADMISSION POLICY

2025-2026



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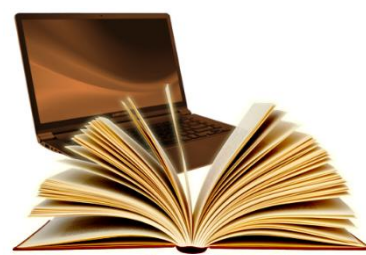
INTRODUCTION

The Saint Mary's Catholic High School, Dubai, admission policy has been developed as a part of the school's commitment to provide a supportive learning environment which enables all students who have chosen to study with us achieve their full potential.

St. Mary's Catholic High School welcomes students of all faiths, nationalities and abilities. The Vicariate has a vision to provide a good quality affordable education that aims to instill rich values in the children that will help them to grow into global citizens and 21st century thinkers. We are proud of our multi-faith, multi-ethnic school community.

The medium of instruction is English and therefore assessments carried out at the time of admission are set in English.

Our school is inclusive and has a learning support program, addressing the individual needs of all students including special needs and gifted and talented. In the case of children with specific needs, complete reports need to be submitted with their application. The school adheres to UAE law and KHDA guidelines.



AIMS AND PURPOSE

Admission policies and procedures have been established to make certain that students are appropriately placed at Saint Mary's while maintaining the integrity of school policies and the application process. Proper placement of children will ensure that they benefit fully from the education programme offered and that they will have a higher probability of successful learning experience.

RESPONSIBILITIES

- Saint Mary's management are responsible for ensuring a clear admission policy is in place in the school.
- The Principal is responsible for ensuring the admissions policy and procedures are implemented and monitored in school .
- Designated staff are responsible for implementing the admission policy on a day-to-day basis, and for ensuring that the correct procedure is followed.

ADMISSION PROCEDURES

The school accepts applications for admissions at a set time in the academic year which is communicated to aspiring applicants via the school website.

Applications forms are available via a link on the school website.



The school invites eligible applicants to attend an assessment.

SELECTION CRITERIA

Selection is based on multiple criteria. These are:

- Entrance exam scores for Year 2 and above.
- Reading assessments for Years 1-4.
- Observational screening for Years 1-10.
- Face to face interviews with students.
- Previous school report cards.
- Age appropriateness for the year to which admission is sought.
- Priority given to siblings.
- School readiness.
- Appropriate communication skills.
- Teacher written recommendations.
- The child's previous curriculum is taken into account as well as limitations with regard to transfer dates for local transfers.



ACCEPTANCE QUALIFICATIONS:

Student acceptance is based on space availability and the following criteria.

- Age appropriate for the requested year group.
- Successful completion of the previous school year.
- Admission/placement assessment results (when required).
- Previous school records (transcript, transfer certificate, recommendation letters, therapist letters, doctor's letters and standardized assessments results as applicable).
- Full disclosure of information regarding the students' needs/previous provision and support.
- Years 9 and 10 admission-upon-subject option availability and final grades.

SELECTION CRITERIA FOR SEND STUDENTS:

- Standardized assessment results.
- Entrance test (with provisions as required).
- Student interviews.
- Previous school report cards.
- School readiness.
- Teacher written recommendations.

Applicants with Special Needs are assessed by the Special Education Needs Co-Ordinator. The Principal along with the SEN Co-Ordinator discusses the matter with the parents with regard to the placement and accommodation required.

At St. Mary's Catholic High School, we strive to encourage an inclusive atmosphere to promote independent learning in all our students. In order to optimistically meet the needs of those of our students who have different needs from the vast majority of students, we :

- Give due consideration to every application for admission with professional care, in order to ensure both that each individual applicant's needs can be met and that the ability of the school to meet the learning needs of all our children is not compromised.
- Identify and describe the inclusive access needs of our students in a timely and effective manner, in full co-operation with the families and appropriate professionals.
- Provide support in the classroom that matches the needs of the students.
- Monitor and track progress of all students with their diverse learning needs.
- Use a variety of teaching and assessment styles in our classrooms to cater for diverse learning needs.
- Maintain regular communication with the parents to ensure optimal collaboration between school , home and external professionals where needed.

We welcome students with diverse learning needs whose academic, personal, social and emotional needs can be met by the school or where the resources can be adapted or readily obtained to meet the needs of the student applicant.



Documents to be attached with the admission form (ALL PHOTOCOPIES)

- 4 passport photographs
- 1 photocopy of the passport with valid visa of the child, parents/ guardian.
- Last report card from the previous school.
- Emirates ID of parents and candidate.
- Birth certificate of the child.
- The health card (Immunization Card).
- The Baptismal Certificate (Christians only).
- Incomplete application forms will not be processed.
- Admission is at the discretion of the school and any final decision is held with the Senior Leadership Team.

Other documents subsequently required

- Vaccination card copy.
- Transfer Certificate.
- Transfer Certificate from previous school must be submitted before the first day of school.

Entry Assessments in English and Mathematics will be scheduled for selected candidates. An email will be sent to short-listed candidates for the entry assessment including the time and date of the entry test. Parents should be aware that the entry assessments are competitive as the number of students far exceeds the number of places available. Other factors are also taken in consideration such as those which will allow us to maintain a good balance in the internationality of the student body.

Valid Residential Visa for the student, parents or the guardian who is sponsoring is a must to consider the applications for admission process.

Notification of the entry examination results will be emailed in order to inform those students who pass the assessment.

A face-to-face interview is subsequently scheduled to successful candidates. Following this, the school management will decide upon whether a place is to be offered or not, based on all the information provided by the assessment and the application.

The decision taken by the school is final.

Prior to admission a Transfer Certificate is required to be submitted.

TRANSFER CERTIFICATE GUIDELINES

In order for us to comply with KHDA regulations, and for us to register your child with the KHDA, it is imperative that we receive a Transfer Certificate from your child's previous school before the joining date. It is mandatory for students joining Year 1 to Year 10 to submit a transfer certificate if they attended any other school within Dubai. Any student joining SMCHS from Year 2 and above should provide an attested transfer certificate if they have attended any school outside of Dubai.

- The Transfer Certificate must be on official school letterhead
- The form needs to be completed on pupil's last day of attendance
- This form must be signed by the Authorised personnel and show an official school stamp
- The original certificate must be presented on the first day of school

NON-ACCEPTANCE FOR ENROLLMENT

The school reserves the right to limit student enrollment and/or withdraw student participation at any time. Non-acceptance of students may occur during the inquiry phase or assessment and registration phase, prior to the enrollment phase. For applicants who have gone through the admission process, the administrative fee is:

- Non-refundable.
- Non-deductible from the tuition fees if the student is offered and accepts a place.

Student candidacy or membership can be withdrawn any time before/after enrollment is complete.

We recognise the importance of early identification of students with potential additional support needs in order to identify whether suitable, individualised intervention can be supplied within an inclusive mainstream school such as SMCHS, Dubai.

Students are not refused admission based only on their experience of a special education need or disability (SEND) and we give sibling priority for admission to students who experience SEND. Staff follow Knowledge and Human Development Authority guidance and procedures for scenarios where it may not be in the best interests of the child to be placed at SMCHS, Dubai. This information will be shared with the KHDA, following expected procedures. We require a declaration of special needs, reports from therapists and previous schools support plan as these are important to ensure appropriate support and resources are given and considered on admissions. If special needs are not declared at admissions the correct support cannot be put in and the parent contract terms will be followed.

NOTIFICATION OF ACCEPTANCE

Families will be notified (telephone or e-mail) in cases of acceptance within two weeks of taking a placement assessment, provided that complete applications and all required documentation has been submitted. If sibling priorities exist and a suitable place is available, calls or emails will be coordinated across the school. Siblings must go through the full application process, including undertaking an assessment.

KHDA REQUIREMENTS

All students must be registered with the KHDA and parents must sign the Parent School Contract within one month of the start of the academic year. Failure to do so may result in suspension from school. This process must be completed annually.

RE-ENROLMENT:

Parents wishing to secure a place for the following academic year must pay the re-enrolment fee by the date communicated by the admissions team. Failure to do so may result in the seat being offered to new registrations.

ADMISSION TO TWO YEAR A-LEVEL GCE PROGRAMME

Admission to A-Level is not automatic and is a completely new process.

The conditions for a student to be considered for a place in A-Levels are as follows.

- SHOULD HAVE AN EXCELLENT BEHAVIOUR RECORD
- 4 SUBJECTS TO BE OPTED FOR and a high-grade average in the same.
- Admissions will be MERIT-BASED.
- Hold a high-grade average in all subjects (Internal Exams) in Year Eleven.
- Should have not had any serious or repeated disciplinary issues over Years Nine through Eleven.
- Should not have engaged in activities, in or out of school, which tarnish the reputation of the school.
- Hold a minimum attendance record of 95%
- Be prepared for an entrance exam in the subject opted for that has not been taken at O-Level

Under the British system, a student completes high school with the completion of his/her O-Level. Hence the admission to A-Level is then the process of a 'NEW ADMISSION'.

Those students who take Arabic as a First language and Islamic Studies in A-Level will have to maintain a minimum aggregate attendance percentage of 95% for Arabic and / or Islamic Studies lessons, FAILING WHICH STUDENTS WILL NOT BE ISSUED A SCHOOL LEAVING CERTIFICATE/ATTESTED CERTIFICATES OR RECOMMENDATION LETTERS. Students who do not reflect this 95% aggregate attendance after the first month of enrollment might not be allowed to continue the A-Level programme.

St. Mary's Catholic High School offers the GCE Advanced Levels Linear Programme which means that we DO NOT OFFER AS LEVEL CERTIFICATION at the end of Year 12. This is a standalone qualification, and results are declared only at the end of Year 13.

The whole two-year Programme has to be completed for any equivalency certification.

September 2025

Date for Review: June 2026