



LITTLE FLOWER ENGLISH SCHOOL DUBAI

ADMISSION POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2026
Date of next review	18-03-2027
Signature	



1. Purpose

This policy outlines the admission process at Little Flower English School, Dubai, ensuring a transparent, inclusive, and fair system that adheres to the regulations of the Knowledge and Human Development Authority (KHDA) and reflects the values of our Indian curriculum-based school.

2. Scope

The policy applies to all applicants seeking admission from KG1 to Grade 10, based on the school's current operational grades.

3. Admissions Philosophy

Little Flower English School welcomes students from all nationalities, backgrounds, and abilities. While our curriculum is rooted in Indian academic standards (CBSE), we offer a multicultural learning environment guided by inclusivity, respect, and holistic development.

Admission is granted based on:

- Age eligibility
- Availability of seats
- Academic readiness
- Our ability to support the child's educational needs

4. Admission Criteria

4.1 Age Requirements (As per KHDA regulations)

4.2 Required Documents

Applicants must submit the following:

- Completed application form
- Passport copy of student and parents
- Emirates ID copies (student and parents)
- Birth certificate (in English)
- Two recent passport-sized photographs
- Last two years' school report cards (if applicable)
- Original Transfer Certificate (attested if from outside UAE)
- Vaccination and medical records

4.3 Assessment and Interaction

- KG1 & KG2: Informal observation or interaction with the child and parents.
- Grade 1 and above: A written assessment in English and Mathematics, followed by an interaction with the academic coordinator or principal.
- Assessments help determine grade readiness and identify any support the student might require.

5. Inclusion and Special Educational Needs

Little Flower English School supports inclusive education. We welcome students with mild to moderate learning needs and aim to provide support through our Student Support Services. Admission is based on whether we can meet the needs of the student through available resources, following the Dubai Inclusive Education Policy Framework.

6. Admission Procedure

1. Submission of completed application form and required documents.
2. Payment of application/registration fee.
3. Scheduling of assessment and/or interview.
4. Notification of admission decision.
5. Acceptance of offer and fee payment as per KHDA guidelines.
6. Registration on the KHDA portal.

7. Transfer and Re-admission

For transfers from schools within Dubai, the KHDA's transfer system must be followed.

For students returning after a break, a re-admission application is required, subject to seat availability.

8. Waiting List Policy

If a grade level is full, eligible applicants may be placed on a waiting list.

Priority may be given to:

- Siblings of currently enrolled students
- Children of staff
- Alumni family members

9. Fee Structure

The fee structure is approved by KHDA and shared with parents at the time of application. Fees are payable as per the school's payment schedule. A non-refundable application fee may be charged.

10. Policy Review

This policy is reviewed annually to ensure compliance with KHDA regulations and the evolving needs of our school community.