



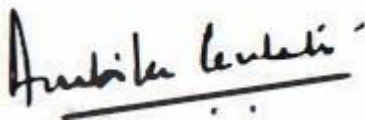
The Millennium School, Dubai

Policy on Registration and Admission

Implemented : 1st April 2014
Reviewed : September 2024
Next Review : September 2025

Compiled by : EDU. SMT, Registrar, Learning Support & Counselling Department

Approved by : Dr. Ambika Gulati
Principal





Signature



Rationale

The purpose of the Admissions Policy is to detail the guidelines that are used by the school to ensure that admissions are fair and transparent. The school follows the procedures laid down by the Knowledge and Human Development Authority (KHDA) for all admissions, including students with Special Educational Needs.

Criteria for Admission

- The school gives preference to siblings of existing students.
- Offer letters are converted into firm admissions on the submission of valid documents.
- The school does not offer any admission in grades 10 and 12.
- All admissions to Grades 9 and 11 that are offered after 15th August of an academic session, need the approval of the Central Board of Secondary Education.

Kindergarten

The school's entry point is Kindergarten 1 when a new cohort of students join the school. Specifically:

- A child seeking admission to KG1 has to be 4 years of age as on 31st March of that academic year.
- There is Interactive Session conducted for admission into KG1. If the admission requests exceed the availability of seats, then a computer generated draw of lots is used to select the list of students who are invited to the school for an interactive session.
- Students on the waitlist are offered admission based on the availability of seats.
- All admissions are at the discretion of the Management.

All other classes

Admission to all other classes is based on the availability of seats. Specifically:

- Registered students may need to take an Admission Test in English, Mathematics, Science and 2nd Language.
- Admissions are based on the performance in the Admission Test.
- All admissions are at the discretion of the Management.

Students of Determination

- The school is inclusive. It admits students of determination as per Dubai Inclusive Education Policy Framework (2017), supported by Dubai Law No.2 (2014) and The Executive Council Resolution No.2 (2017).
- The school refers to the revised categorization framework as provided by KHDA and the Entry Assessment and Admission Procedures as stated in 'Directives and Guidelines for Inclusive Education (2019)'. For details, kindly refer to the Policy on Inclusion
- Admission of a student of determination is not conditional on a medical diagnosis.
- Support and provision are given as per the rules outlined by KHDA, CBSE and the school's policy on Inclusion for the determined ones.
- On confirmation of admission, parents are guided through an internal referral policy.
- For further information the school Policy on Inclusion can be accessed on the school website.

Registration Procedure for Enrolment

- All children seeking admission must register with the school through its website: www.themillenniumschool-dubai.com
- The school notifies parents based on the availability of seats.



Documents to be submitted on confirmation of Admission.

- Recent passport size photograph with a white background (Parent and Child)
- Copy of the pupil's passport and visa page
- Copy of the pupil's Emirates Id (both side)
- Copy of primary parent's passport and visa page
- Copy of the primary parent's Emirates Id (both side)
- Copy of the child's birth certificate
- Copy of Updated Immunization card
- Final Report card
- Transfer Certificate
- Admission form
- Medical Consent Form
- General Consent form

(Passport copy consists of name page, address page and residence visa page)

KHDA Registration:

As per KHDA requirements, every student needs to be registered in the KHDA system prior to attending school. This requires:

1. Submission of the above-mentioned documents to complete the KHDA formalities on their portal.
2. Parents signing the Parent School Contract on the day they receive the notification from KHDA.

Failing to complete the above will delay the completion of the registration process, without which a student will not be permitted to attend the school.

Procedure for Withdrawal:

The school must receive an intimation for withdrawal a month in advance to enable the school to complete the process.

Login to Gems parent portal (<https://connect.gemseducation.com/>) using Parent login credentials to apply for Transfer Certificate.

For the school to process Transfer Certificate the following dues needs to be cleared.

- The tuition fee till the month of leaving to be cleared along with the KHDA charges of 126AED.
- STS charges to cleared
- All the library books need to be returned.



Strike Off:

The students name will be struck off from the school roll on following grounds:

- Absence from school for a period of 30 continuous days, without the prior permission of the School Authorities.
- Repeated failure in any Grade.
- Gross misconduct.

Students whose names are struck off the roll may be considered for re-admission to the school at the Principal's discretion; however, they may be required to undergo the formalities of the admissions process.