



MISSION AND CORE VALUES

OUR VISION

- Providing world-class education.

OUR MISSION

- To empower students with a holistic, rigorous and international education for success in an everchanging world.

OUR PHILOSOPHY

- To be recognized by the success of our students in achieving their personal goals.
- To make student development the center of all school decisions.
- To aspire to the highest internationally recognized performance standards.
- To build and celebrate a culture based on internationalism.
- To enable staff to become life-long learners through the development of their professional practice.
- To offer opportunities for all students, and provide them with a quality education that meets their needs.

OUR CORE VALUES

- Achievement: I can take pride in all that I do.
- Collaboration: I can work with my classmates to be excellent.
- Integrity: I can make good choices.
- Respect: I can be kind to my friends.
- Responsibility: I can be in charge of my actions.
- Innovation: I can take creativity and imagination to the next level.

OUR BELIEFS

- We believe that a healthy mind and body, a positive attitude and behavior help one focus and learn.
- We believe in the pursuit of excellence while balancing the academic, aesthetic and athletic facets of education.
- We believe that teamwork between students, teachers, parents and the community is critical to the overall learning process.
- We believe in encouraging students to take pride in their achievements and applaud others' achievements.
- We believe that internationalism is vital for holistic education.
- We believe that effective teaching in a safe, positive school environment enables children to develop academically and socially.

OUR MOTTO

- Community | Innovation | Success





CIS believes that education is one of the most important gifts parents can give to their children and we at CIS are here to provide support throughout the process of making a well-informed decision and the best present choice for child's future.

Parents are welcome to visit CIS or reach us via email and phone for any questions they may have. Our admissions team feels glad to give a tour around the school, guide through the enrollment steps and assist with any further support that parents might need throughout the [admission process](#).

THE ADMISSION PROCESS

The processes outlined below are managed and administered by the central admissions office, in collaboration and consultation with school principals:

1. Applications for Admission

Applications are accepted at all times during the school year. Applications must be completed online through the school website. If there are no places available at the time then the application is placed onto the school's waiting list.

2. Assessment Invitation

When a place becomes available then the school will contact the first eligible applicant and invite them to attend an assessment.

3. Selection Criteria

Selection is based on multiple criteria. These are:-

- Performance in the entrance test in English and Mathematics. Pre-KG, KG1, KG2, FS2 and Year 1 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Face to face interview, if required, with the Admissions Officer / School Counsellor / Academic Co-ordinator / School Principal / or other designated school staff.
- Age appropriateness for the year/grade level to which admission is sought.
- Transfer Certificate from the previous school.
- Priority will be given to siblings of those who have secured admission to the school.
- Students needing ESL Instruction will be accepted from Year/Grade1 to Year 11/Grade 10.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the KHDA.

4. Procedures for Assessment

4.1 All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.

4.2 For applicants based locally, assessments will be undertaken at the school premises. If this is not possible then the assessment will be undertaken online under the supervision of a qualified teacher, where applicable. For applicants currently outside UAE abroad assessments can be arranged. The evaluation and year placement will be done by the School. Assessment fee is applicable for both onsite and abroad assessments.





4.3 For KG1, KG2 /FS2, Year1/Grade1, Year2, the test is general in English and Number work and non- verbal clues may be used.

For Grade2/Year3 and above CAT4 digital testing is conducted via an online platform (the fourth edition of GL Assessment’s Cognitive Abilities Test that assesses a pupil’s ability to reason with and manipulate different types of material through a series of Verbal, Non-Verbal, Quantitative and Spatial Ability tasks).

4.4 Where appropriate a face-to-face interview may also be undertaken with the relevant school authority.

4.5 The following documents are required at the time of assessment:

2 photocopies of birth certificate, passport, visa, and Emirates ID of student & parents

Latest 2 years full school reports or transcripts.

Transfer Certificate:

For Overseas Transfers: All Overseas School transfers and transfers from schools of other Emirates (not Dubai) joining Grade 2 and above at the beginning of the academic year MUST submit a copy of the Transfer /Leaving Certificate stamped/attested as per the requirements of the KHDA, before joining the school to the CIS Admissions Office.

For Local Transfers: As per KHDA regulations the student should have been registered on the KHDA systems at the previous local school in the Emirate and transfers to schools within Dubai will be issued a transfer certificate from the leaving school attested by the KHDA.

- Photocopy of Immunisation records
- 2 Passport photos

It is mandated by the regulatory authorities of the UAE that on enrolment, the Emirates IDs of student & parent be electronically swiped at the admission’s office in order to be registered with the regulatory body KHDA. Once this registration is approved by the KHDA, parents will be invited by the school to electronically sign the Parent School Contract as the final step of the student’s official registration.

4.6 Parent School Contract (PSC): (applicable for new admissions only) it is mandatory for Parents to sign the Parent School Contract once the student’s admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

5. Service Standards

The admission process for each child needs to be completed within 5 working days of the assessment if the student is based in Dubai. To achieve this goal, the following process and service standards have been defined:-

Responding to parents after receiving the application 1-2 working days

Receiving test results from admissions/teachers 3 working days

Communicating the outcome to parents 5 working days (from date of the test)



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity



6. Assessment Fees

All applicants who are invited for assessment are required to pay a non-refundable assessment fee.

Collegiate International School (CIS)- AED 500/-

7. Selection Process

Following assessment the school management will decide upon whether a place is to be offered or not, based upon all of the information from assessment and provided in the application.

The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.

Parents / guardians must respond to an offer within 7 days of receipt, in order to secure the place.

Prior to admission a Transfer Certificate (attested where required) is to be submitted

8. Fee Structure: The fee structure are in accordance with the regulations of the Knowledge and Human Development Authority (KHDA) of the UAE.

Payments can be made using any of the following methods: -

1. Bank Transfer-details are as follows:

Account Name : Collegiate International School
Account No. : 010496848711
IBAN No. : AE670330000010496848711
Swift Code : BOMLAEAD
Bank : Mashreq Bank
Branch : DIC, Dubai, UAE

2. By Cheque: Cheques to be made payable to Collegiate International School.

(Please mention your Child's ID #, Name and Grade on the back of the cheque). Cheques can be handed in person at the Accounts Office in CIS or dropped into the Cheque Drop Boxes located at reception.

Please note that we will also accept post-dated cheques for Term 2 and Term 3 fee payments.

3. By credit card at Collegiate International School premises.

4. Online payment - Please click (<https://payment.innoventureseducation.com/cis/online/>) to go to the payment portal. To login, please use your child's student ID and date of birth.

5. In cash (please remember to collect duly signed and stamped receipt for your payment)

Very Important: In case of Bank Transfer, please mention Child's ID, Name, School Name in the bank transfer and send us a copy of remittance/transfer advise/swift message to accounts@collegiate.sch.ae to enable us to timely update our records.





Year Group Equivalency

The correct grade for students is identified through consultation with the Admissions team. During this phase the following will be taken into account:

1. Previous schooling to date and student’s previous school reports
2. Assessment test results (and interview if applicable)
3. Age of student
4. Information provided on the student’s Transfer Certificate
5. Ministry of Education – UAE/KHDA requirements

Schools around the world use different numbering conventions as well as following different curriculums. Below is a table indicating CIS numbering convention and how this equates to the 13-year system. CIS follows the 12-grade system. Age is determined as of 31st of August of the admission year.

Student Age /cutoff date - 12 Years System		13 Years System
31st of August/		
3 +	Pre KG	FS 1
4 +	KG 1	FS 2
5 +	KG 2	Year 1
6 +	Grade 1	Year 2
7 +	Grade 2	Year 3
8 +	Grade 3	Year 4
9 +	Grade 4	Year 5
10 +	Grade 5	Year 6
11 +	Grade 6	Year 7
12 +	Grade 7	Year 8
13 +	Grade 8	Year 9
14 +	Grade 9	Year 10
15 +	Grade 10	Year 11
16 +	Grade 11	Year 12
17 +	Grade 12	Year 13





Admissions Policy

We welcome students of all abilities, nationalities and religions who, in the school's opinion, will benefit from the rigorous academic, personal and social programmes on offer. We are proud of our visible commitment to diversity and international mindedness.

- ✓ We take our responsibility for your child's academic, social and personal growth very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.
- ✓ Our school actively seeks to nurture the holistic development of your child. Where your child has a gift or talent then this should be identified and recorded on the online application form.
- ✓ The school provides a rigorous international English-language education. Although fluency in English is not a criterion for admission, assessments are set in the English language.
- ✓ The school is inclusive and has an inclusion support programme that seeks to address the individual needs of all students including those experiencing special educational needs and disabilities, the gifted and talented and English language learners. Parents or guardians of any applicant having a specific known need must submit complete reports with their application. These might include Individualised Education Plans (IEPs) or other reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision.
- ✓ The school adheres to UAE law and KHDA guidelines

Admissions Policy for Students with Additional Needs:

Our policy is in line with Federal Law 29 (2006) and the aims of the Dubai Inclusive Policy Framework 2017, regarding the education and outcomes of students experiencing special educational needs and disabilities (SOD).

Students of Determination experiencing Special Educational Needs and Disabilities (SOD):

All placements are subject to availability of spaces. Admissions for students of determination is not conditional on a medical diagnosis. Any new applicant with identified specific educational needs and disabilities (SOD) will be referred to the Leader of Provision for Inclusion. The department of Inclusion Support will go through the reports and arrange to observe and assess the child, making appropriate recommendations to the admissions department thereafter.

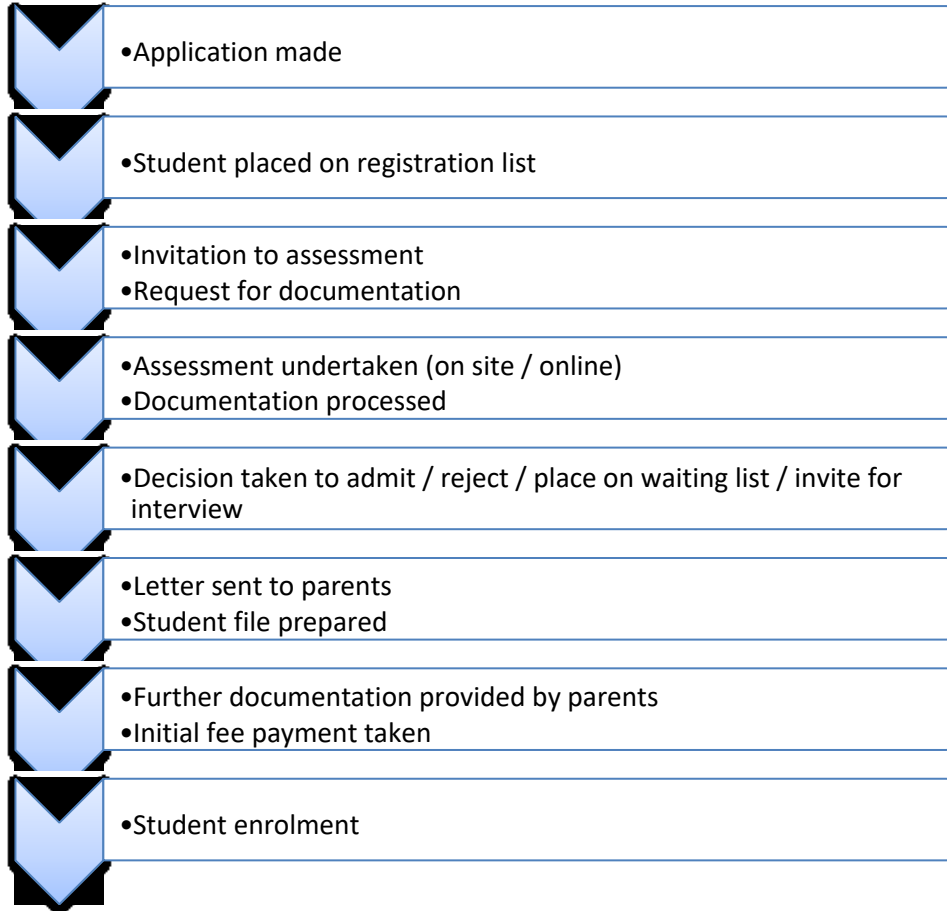
The final decision regarding admission will be taken collaboratively between the Principal, Leader of Provision for Inclusion and other members of the school leadership team. This team will evaluate if the school is adequately equipped to meet the needs of the child and recommend whether the admission offer should be full or partial (in partnership with another specialist school or provider) or if the school is unable to provide a place currently.





Appendix 1
Admissions Process Chart

The processes outlined below are managed and administered by the central Admissions office, in collaboration and consultation with school Principals.



Policy reviewed and updated June 2022

Next review June 2023



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