



## Admissions Procedure

**Step 1** - To begin the application process, please complete the Brighton College Dubai online Application.

**Step 2** - To complete the application process an **application fee of AED 1,000** (non-refundable, non-transferrable and non-deductible) will be required along with the documentation listed below. The application fee may be remitted by bank transfer or in person to our Accounts Department by debit/credit card, cheque made payable to Brighton College - Dubai or cash. Please click [here](#) for the bank details.

**Step 3** - Documents to be submitted at the initial registration stage to support your application:

- 1x copy of the pupil's passport
- 1x pupil passport size photo
- Progress reports from the last two years including most current Term report (Nursery reports for FS1-Year 1 applicants). Progress reports must be in English. Reports requiring translation must be stamped and signed as official translation.
- Copy of recent standardised assessments E.g. CAT4, NGRT (for applicants going into Year 4 & above)
- Reports of any previously identified special education needs including individual education plans (IEP/ILPs), educational psychologist or other therapist reports

Documents to be submitted once the pupil has been accepted and enrolled. **For those moving from within Dubai, please submit all documentation at initial registration stage:**

- Transfer Certificate\* from your child's current school (for Year 3 and above only). This is not required for pupils transferring from schools within Dubai. Please click [here](#) for the template.
- 1x copy of pupil's vaccination records
- 1x copy of Pupil's birth certificate
- Pupil's UAE residence visa and Emirates ID copies\*\*
- Parents' passport copies
- Parents' UAE residence visa and Emirates ID copies\*\*

### **\*Transfer Certificate**

The Transfer Certificate (TC) is a document required by the UAE Ministry of Education to register a student in any school in Dubai. The form should be completed on your child's current school's letterhead and signed and stamped by the school. This is done close to the withdrawal date to reflect your child's last day of school.

Note: Depending on the school's location (not curriculum), the TC needs the following attestation:

- United States, Canada, Western Europe, Australia or New Zealand: only the stamp and signature of the school
- Gulf Cooperation Council (GCC) countries: stamp and signature of the school and Ministry of Education of the GCC country
- All other countries: stamp and signature of the school, the country's Ministry of Education and Foreign Affairs, and the UAE Embassy in that country



\*\*UAE Residence Visas and Emirates IDs can be supplied at a later stage if you are yet to relocate to Dubai.

Please note that a completed Application does not guarantee admission to Brighton College Dubai.

**Step 4** - An assessment will be scheduled upon receipt of application documents. The purpose of the assessment is to determine the pupil's readiness to attend Brighton College Dubai and to determine a possible need for additional English Language support or additional learning support if required.

The college carries out Admissions assessments on site and remotely via the pupil's current school.

**Step 5** - Once the assessment has been completed, the pupil's file is sent to the Academic team for review and a decision will be communicated to the family within reasonable time.

A **Registration fee of AED 5,000** is payable within 10 days from the date of the offer letter to secure a place at Brighton College Dubai. This fee is not refundable and is adjustable against the first terms tuition fees. The first term tuition is due prior to the pupil's first day of school.



## Age Requirement and Year Level Placement

Brighton College Dubai will place pupils in age-appropriate year levels in accordance with the Ministry of Education/KHDA regulations. To assist families coming from various curriculums, please refer to the table below as a guideline for which year to apply to. Further clarifications will be available by the Admissions and Academic teams.

Age as on 31 <sup>st</sup> August	Brighton College Dubai (Year)	America/IB/Indian (Grade/Standard)	North America (Grade)	French
3 years old (potty trained)	FS1*	Pre -KG		Ecole Maternelle
4 years old (potty trained)	FS2*	KG1	Pre	Ecole Maternelle
5 years old	1	KG2	KG	Ecole Maternelle
6 years old	2	1	1	CP
7 years old	3	2	2	CE1
8 years old	4	3	3	CE2
9 years old	5	4	4	CM1
10 years old	6	5	5	CM2
11 years old	7	6	6	6 eme
12 years old	8	7	7	5 eme
13 years old	9	8	8	4 eme
14 years old	10	9	9	3 eme
15 years old	11	10	10	Seconde
16 years old	12	11	11	Premiere
17 years old	13	12	12	Terminale

\*Brighton College Dubai's admissions policy requires **FS1 applicants to turn 3 years old by August 31<sup>st</sup>** and **FS2 applicants to turn 4 years old by 31<sup>st</sup> August**; however, as per KHDA regulations we may accept applications for FS1 and FS2 applicants who will turn 3 or 4 respectively on or before 31<sup>st</sup> December. The pupils will be assessed and must demonstrate developmental, emotional and academic readiness in their assessments in order to be considered for these years. Our Academic team will determine the pupil's readiness for the FS1 and FS2 programmes.