



## Admissions Procedure

**Step 1:** Complete the online application and submit initially required documents:

- The most recent progress report (Nursery Report for FS1-Year 1 applicants).
- Reports of any previously identified special education needs including individual education plans, educational psychologist or other therapist reports (if applicable).
- Pupil's Passport Copy

Documents to be submitted once the pupil has been accepted and enrolled:

- Pupil's Emirates ID and Visa Copy
- Sponsor's Emirates ID, passport and Visa Copy
- Pupil's Vaccination Record
- Pupil's Birth Certificate
- Transfer Certificate\*

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

### \* Transfer Certificate

The Transfer Certificate (TC) is a document required by the Knowledge and Human Development Authority (KHDA) 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

**Step 2** - An **application fee of AED 525**, including VAT (non-refundable, non-transferrable and non-deductible) will be required in order to book your assessment. 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.

|                       |  |
|-----------------------|--|
| <b>Bank Name</b>      | Commercial Bank of Dubai                     |
| <b>Branch</b>         | P.O.Box.No.2466, Abu Dhabi, U.A.E            |
| <b>Account Name</b>   | BRIGHTON COLLEGE – DUBAI                     |
| <b>Account Number</b> | 1002156253                                   |
| <b>IBAN No</b>        | AE120230000001002156253                      |
| <b>Swift Code</b>     | CBDUAEAD                                     |
| <b>Reference</b>      | Please insert pupil(s) name and ID number(s) |

**Step 3** – As part of our admissions process, pupils are invited for **Playdate** ( FS1 and FS2), **Taster Day** ( Y1-Y6) and **Assessment combined with Taster Day**( Y7-Y11). The purpose of these is multifaceted; the new pupil will have the



opportunity to meet their peers, start to orientate themselves and it also gives College the chance to assess the pupil in a natural and less formal environment of the classroom rather than doing only the test based entrance papers.

\*The college carries out Admissions Assessments on site and remotely via the pupil's current school. In case pupil is not in Dubai and is not able to attend Taster Day or Playdate the admissions team will contact their current school for reference, sample of work and additional documents if required.

**Step 4** – Once the assessment/selection process 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 7 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 group to apply for. 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.

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