مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

ADMISSION POLICY

2026-2027

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pacespringfieldinternationalschool

ADMISSION POLICY

Introduction:

PACE Springfield International School (PSIS) offers the British National Curriculum from FS1 to Year 13. The Academic Year runs from August to July. Enrolment of students during the academic year is subject to seat availability and complies with KHDA guidelines.

PSIS accepts enrolments of students from different nationalities and areas of development. All students are supported at the school. In case the student has any learning difficulty, the parent and the Inclusion Department will work together in order to ensure that the child's needs are supported.

Aims:

PACE Springfield International School (PSIS) aims to give parents as much information as possible about the school and the education we provide. We aim to make each child's start in school both happy and successful, starting a lasting partnership with parents and children, by providing a full and balanced education in a safe and secure environment. We try to take the fear out of failure and encourage students to become confident, independent learners who work to the best of their ability, set their own targets and follow targets at by the teachers. We aim to cater for different learning styles using a variety of methodologies. All applications will be treated in a sensitive manner.

This policy is intended to:

1. Identify and admit children who meet the school terms and conditions.
2. Establish the rules and conditions that are required to facilitate the admission process.
3. Ensure that parents have a good understanding of the admission process.
4. Admit the special needs students in accordance with the decision of the inclusion department.
5. Manage and handle new admissions efficiently and effectively in a timely manner.

Scope:

This policy applies to all parents seeking admission for their children at PACE Springfield International School.

Policy Guidelines

Eligibility Criteria

Age Criteria

PSIS works in accordance with KHDA age criteria and aims to place children in the appropriate year. For students from FS1 to Year 2, the age criteria must be followed without exceptions, except when a parent provides a valid transfer certificate from a previous school in the UAE.

For students in Year 3 onwards, admissions with be based on the previous completed Year/Grade mentioned in the Transfer Certificate and will be promoted to the next Year/Grade accordingly.

SL	GRADE	DATE OF BIRTH BETWEEN		AGE
1.	PRE KG/ FS 1	01/09/2020	31/08/2021	3-4
2.	KG 01 / FS 2	01/09/2019	31/08/2020	4-5
3.	KG 02 / YEAR 1	01/09/2018	31/08/2019	5-6
4.	GR 01 / YEAR 2	01/09/2017	31/08/2018	6-7
5.	GR 02 / YEAR 3	01/09/2016	31/08/2017	7-8
6.	GR 03 / YEAR 4	01/09/2015	31/08/2016	8-9
7.	GR 04 / YEAR 5	01/09/2015	31/08/2015	9-10
8.	GR 05 / YEAR 6	01/09/2014	31/08/2014	10-11
9.	GR 06 / YEAR 7	01/09/2013	31/08/2013	11-12
10.	GR 07 / YEAR 8	01/09/2012	31/08/2012	12-13
11.	GR 08 / YEAR 9	01/09/2011	31/08/2011	13-14
12	GR 09 / YEAR 10	01/09/2010	31/08/2010	14-15
13	GR 10 / YEAR 11	01/09/2009	31/08/2009	15-16
14	GR 11/ YEAR 12	01/09/2008	31/08/2008	16-17
15	GR 12/ YEAR 13	01/09/2007	31/08/2007	17-18

Selection Criteria

1. Applicants for admission from FS1 to Year 2

Students in these Year groups are subject to an assessment conducted by the admission team. A second assessment with the inclusion team might be required if the student did not perform well in the first assessment.

Additionally, parents must confirm that the child is toilet trained and has a level of independence.

As part of the registration process, parents are required to pay a non-refundable one-time fee of 500 AED. Additionally, to provisionally confirm admission, parents must submit a payment of 25% of the tuition fee for Term 1. It is important to note that the 25% tuition fee payment will be refunded in case the parent decides not to proceed with admission.

2. Applicants for admission from Year 3 to Year 9

For these year groups, parents must provide the child's most recent school report, any certificates of achievements or extra-curricular activities. The admission team with review these documents before proceeding to any further assessments. The school will conduct a computer-based assessment called Cognitive Ability Test 4 (CAT4). This assessment will help both the school and the parent to get a clear picture of the child's strong areas and address the child's particular areas that need to be supported.

Parents will be provided with the results of their child's CAT4 assessment, including detailed information about their child's performance and recommendations for improving their academic performance.

In some cases, an addition assessment with the inclusion team might be required if the student did not perform well in the CAT4 assessment or if they show behavioral issues.

For secondary students, there may also have an informal assessment with the Head Teachers/Head of Pastoral Care to assess their speaking, listening and understanding abilities. This also gives the staff a chance to meet the student and, if accepted, help the student adapt to life at school with a smooth transition.

The registration fee must be paid before proceeding to the assessment and the admission will be provisionally confirmed upon payment of 25% of the tuition fee for Term 1.

3. Applicants for Year 10 & Year 11 admission

The policies and procedures will be the same as Year 9 above, but the student must have studied the relevant subject area selected from the IGCSE options.

4. Applicants for Year 12 & year 13 admission

For Year 12 & Year 13 admission, the required documents are as follows:

6. Students coming from a British curriculum in the UAE: parent must provide the previous two years report cards along with the transfer certificate.
7. Students coming from any other curriculum in the UAE: parent must provide the previous two years report cards along with the transfer certificate and equivalency certificate.
8. Students coming from outside the UAE: parent must provide the attested previous two years report cards along with the attested transfer certificate and equivalency certificate.
9. Admissions are conditional based on IGCSE results or Grade 10/11 results.
10. The registration fee must be paid and the admission will be provisionally confirmed upon payment of 25% of the tuition fee for Term 1.
11.

5. Admission of Students with Special Educational Needs

It is essential that parents disclose all information regarding their child's individual needs and provide copies of the child's medical report and any other reports required for evaluation which will help in determining whether the school can meet the needs of the child.

Following the submission of relevant documents, an assessment with the Inclusion Team will be conducted. Admission will be confirmed based upon the Inclusion Team's recommendations, principal approval, ensuring that the school can provide appropriate support, and accommodation for the child's specific requirements.

The following admission clause has been developed with the student's best interest in mind to ensure all students at Springfield International School enjoy a safe, stimulating and inclusive environment.

As the legal guardian of the student _____, I hereby understand that admission to PACE Springfield International School is approved on the following terms:

If the student is exhibiting any academic gaps or behavior responses that is outside of the age-related expectation, as decided by PACE Springfield International School, parents will agree to support the school's requests to ensure that all students flourish within our inclusive and collaborative environment. In the absence of a parent or parents, the legal guardian will fulfil the role and responsibilities of the parents as laid out below.

Parents will agree to possible support interventions/ strategies e.g.: Agreeing to provide us with external assessments for the student, if required

Agreeing to providing us with adult support (Learning Support Assistant), if required

To meet with, discuss, and review a termly support plan with school specialists, if required. The support plan will be developed by the school in consultation with, and collaboration with the family. This plan will be developed with the best interest of the student at the center.

Parents are required to attend meetings or assessments related to the education of their children, to help facilitate involvement of parents in the decision-making process.

Parents will ensure that there is effective communication and correspondence with school administration with respect to their child and accept their role in the implementation of a support plan, if required.

Parents will not hide any information relating to the student that might influence the student's wellbeing and education (such as the matters relating to health, education, wellbeing and educational or physical needs of the child).

Meeting deadlines as specified regarding registration, evaluation and attending meetings.

Parents will follow the school's support guidance by accepting the school's evaluation of the student's realistic academic capacity and will not set expectations which are not commensurate with their abilities.

Prompt communication with the school in the event of any emergency or to inquire about their child.

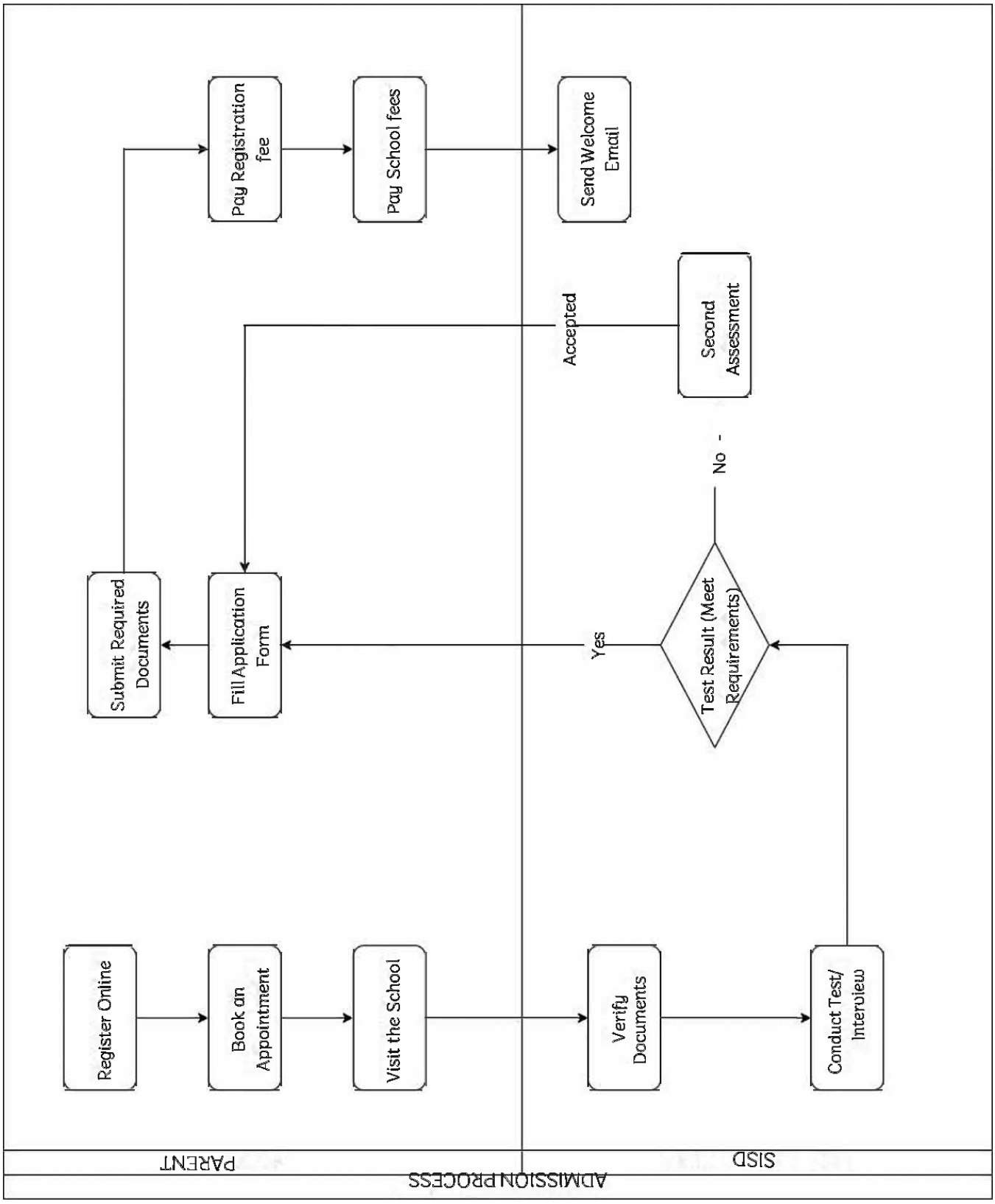
If there is a justified need as laid out by PACE Springfield International School for more information regarding the student's previous support or academic ability, parents will allow PACE Springfield International School to contact the student's previous school to request additional information. This will be done with the sole purpose of helping put in place more accurate and appropriate support plan.

In the case of persistent violent behavior, deemed unsafe to staff and/or students by PACE Springfield International School, the student's admission at PACE Springfield International School will be reviewed, following reasonable interventions and communication with the Parent.

** The terms stated above have been developed in compliance with the rules and requirements laid out by the Ministry of Education and KHDA. This document will be signed as evidence that the terms have been read, understood and will be followed by all relevant parties.*

Signature: _____ Date: _____

Admission Process



1. Register Online

The first stage of the admission process is online registration which can be done by visiting our school website and filling out the registration form or by clicking the link: https://paceeducation.com/PSISs/. The form includes details related to the child like Name, Gender, Date of Birth, Nationality and Year applied to as well as some parent details like parent name, contact number and email address.

Once you complete and submit the form, an acknowledgement SMS and Email will be received with a Reference Number.

2. Book an Appointment

After you register online, you will be directed to the assessment appointment booking page. In this page, you may choose the convenient date and time for you in order to visit the school and meet the admission team for the child's assessment.

Contact from the school

The admission team will contact the parent on the provided mobile number in order to give further information and confirm the date of assessment with you. In case they would like to change the appointment day, you may inform the school a day prior to the appointment.

3. Visit the school

Parents visits the school to have a school tour and meet the admission team for any further inquiries. At this stage, parents will decide whether to proceed with the admission procedure or not.

4. Conduct assessment

Admission team will conduct the assessment as follows:

FS1- Year 1: Face-to-face interaction with the admission team. The level of questions varies according to the respective year group.

Year 2- Year 11: Cognitive Ability Test 4 (CAT4) computer-based testing.

5. Second Assessment with Academic Team/ Inclusion Team

In case the student did not perform well in the first assessment, the admission team will schedule a further assessment with the academic/ inclusion team.

6. Fill the Application Form

Parents must fill out the Application form and the student health card with all the details related to the child.

7. Submit Required Documents at the time of admission

Parents must submit the below documents:

12. Original emirates id card & copy.
13. Passport & visa copy.
14. Passport, emirates id & visa copy of both parents.
15. 4 photographs
16. Birth certificate copy
17. Updated original vaccination card and medical file from previous school.

Additional documents will be required from the previous school for students applying for Year 2- Year 12 as follows:

18. Original academic report/report card of final examination from the Previous school.
19. Year 11 - Year 13: contact the admission team.
20. Original attested transfer certificate/school leaving certificate. In case of:
21. Other Emirates Transfer: The transfer certificate should be duly attested by the Educational Authority of the respective emirate.
22. Overseas Transfer: The transfer certificate should be duly attested by:

    Educational authority /Ministry of education - from the country migrating from.

    UAE embassy/ Consulate/ Ministry of foreign affairs - from the country migrating from.

    Ministry of foreign affairs in UAE.

Pay School Fees

parents must pay 25% of Term 1 fees at the time of registration in order to provisionally reserve a seat for the child. Full Term 1 fees must be cleared before the end of June.

KHDA Registration Process

Every child enrolled in a school in Dubai must be registered in the KHDA Ministry System under their respective school. As part of the registration process, parents are required to provide specific documents and information to complete their child's registration.

Important Notes:

- Parents must have a UAE PASS account to complete the registration process.
- The child must have a valid Emirates ID.
- Parents need a copy of the child's Emirates ID, vaccination card, and birth certificate to upload to the system.
- For transferred students, TC and report card are mandatory with attestation if required.
- Parents should access the KHDA System using this link: https://www.khda.gov.ae/portal/#/page/login

Waiting Lists

In the event of a class reaching its maximum capacity, a waiting list will be established. Entries onto the waiting list will be placed in date order and should a place become available, parents of the first child on the list will be contacted. Preference will only be given to other children on the waiting list when they have siblings already in attendance at school.

Student withdrawal

If a parent decides to withdraw their child from the school, they should first visit the school to complete the internal withdrawal application. Following this, the school will submit an official withdrawal request through the Ministry system to obtain all necessary documents.

Signature of Principal:
Last amended: August 2026
Policy Review Date: September 2027

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