

# ADMISSION POLICY

Admission at Khalifa Al Hamzah American School (KHAS) is done on a first-come, first-served basis to ensure fairness. Admission is also contingent upon successful completion of the admission test/exam corresponding to each level of study. Due to the high demand for enrollment, prospective students are also required to take the Cognitive Ability test (CAT4) on a published date and location.

To apply to Khalifah Al Hamzah American School (KHAS), please visit the school during operating hours and complete an application form at the reception desk, which is open from Monday to Thursday, 07:30 a.m. to 2:30 p.m.

## *Admission procedures for new admissions*

Complete the application form either online or at the relevant phase reception within the school.

Submit copies of your child's passport, each parent's Emirates ID, and the most recent school report or a letter from your child's current school (To Whom It May Concern).

Upon receiving the application form, your son/daughter will be invited for an entrance exam and interview. Pre-KG, KG1, and KG2 children will attend a formal interview with their parents.

\* Students from Grades 1 and above will undergo computerized assessments and interviews.

## *Admissions throughout the year*

The Registration Department, in collaboration with the Senior Leadership Team, evaluates applications on a case-by-case basis, considering availability in the year group, school/term reports, and entrance/CAT4 results.

## *SENCO & Inclusion Admissions*

KHAS encourages applications from Students of Determination and those with specific learning difficulties. To provide appropriate support, these students undergo an admission assessment, which isn't marked or graded. Upon identification, the Inclusion Team collaborates with parents to determine support strategies.

Applicants must disclose any disabilities or specific learning difficulties during the application process for adequate preparation and support.

## *Admission Documents*

To facilitate your child's admission with the Ministry of Education, provide the following documents along with the completed application form.

- Copy of your child's most recent report card or 'To Whom It May Concern' letter from the current school.
- Copy of child's, father's, and mother's passport with valid residence visa (for expats)

- Original child's Emirates ID card & its copy.
- Copy of each parent's Emirates ID.
- Copy of child's birth certificate.
- Copy of Family Register (for UAE applicants only).
- Copy of child's vaccination certificate.
- 4 recent colored photographs.
- Attested original transfer certificate.
- Attested original end-of-year school report.
- A non-refundable admission fee of DHS 500 is payable at registration.

### **TRANSFERRING FROM ANOTHER SCHOOL OR COUNTRY**

If the transfer certificate is issued in:

#### ➤ **The UAE**

It should bear the school stamp and the Educational Zone of the emirate certificate. The school will retain its final year report.

#### ➤ **GCC countries**

##### **- GCC citizens**

The transfer certificate and the report should bear the school's stamp and be stamped by the Ministry of Education. We will retain the original school report.

##### **- Non-GCC citizens**

The transfer certificate and the report should be stamped by the Ministry of Education, the Ministry of Foreign Affairs, and the Embassy of the UAE in that country. We will retain the original school report.

#### ➤ **For any other country**

The transfer certificate should be stamped by the Ministry of Education ,the Ministry of Foreign Affairs ,and the Embassy of the UAE in that country. We will retain the final year's report. In all cases, the school certificates and other documentation should be in either Arabic or English. If another language is used, it must be legally translated and authenticated as with other documentation.

Note: The parent is responsible for providing the documents listed above including copies of the resident visa. By completing and signing the registration form, the parent accepts this responsibility. The school will not be held responsible if the ministry refuses to register a child for any reason, including missing documentation listed above.

Last Review	September 2025	Prepared by:	Registration Dept.
Next Review	August 2026	Approved by:	Principal 