



دار المعرفة  
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Dar Al Marefa

# Admissions Policy

2025/2026

Reviewed: 19/08/2025



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## Admissions Policy

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# Admissions Policy

## 1. Our Vision

Our vision is to create a community that fosters lifelong learning, is rooted in its values and beliefs, is open minded, tolerant and appreciates diversity. Our graduates are principled and courageous individuals, ready to contribute to a more just and peaceful world.

## 2. Our Mission

Our mission is to build a consistent, challenging and safe learning environment that supports each child in exploring their capabilities, encourages them to respect other cultures and embrace the world with open-mindedness, tolerance and confidence.

## 3. Rationale

The admissions policy for Dar Al Marefa is carefully designed to ensure a holistic and inclusive learning environment that aligns with the school's mission and values. The rationale behind this policy lies in its commitment to fostering a diverse student body, promoting international-mindedness, and providing a high- quality education. The admissions policy aims to promote an inclusive community that prepares students to thrive in an increasingly interconnected world, cultivating global citizens who are equipped with the skills, knowledge, and mindset to tackle complex global challenges and contribute positively to society.

## 4. Aims

At Dar Al Marefa teachers, administrators, and leaders are committed to providing a supportive learning environment to ensure that all students can achieve their individual potential. The school does not discriminate based on race, gender, additional needs, or country of origin and seeks to accept all qualified students who apply.

At Dar Al Marefa, we are dedicated to providing an inclusive curriculum that supports the growth and success of all students, regardless of their needs or abilities. Every student application is carefully reviewed, ensuring that we can offer the necessary resources to meet individual requirements. Through a thorough assessment process, we determine how best to support each applicant's access to the curriculum before confirming acceptance.

Once accepted, registration at Dar Al Marefa brings with it a commitment from parents/guardians and their children to the Mission & Vision of the school. While being respectful of the diverse nature of our community, all children will be considered for registration, provided there are sufficient vacancies at the time of application; otherwise, a "Waiting List" offer will be presented.

## 5. Age Requirements

Prospective students must meet the age requirements in accordance with current KHDA (Knowledge and Human Development Authority) guidelines. The guidelines outlined by the KHDA are as below:

| Age by 31st August | 3      | 4    | 5    | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15       | 16       | 17       |
|--------------------|--------|------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|
| Grade              | Pre-KG | KG 1 | KG 2 | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12 |

## 6. Admissions Committee

The admissions committee consists of the Principal, Registrar, Heads of School, and respective Curriculum Coordinators. The Admissions Committee shall jointly make all decisions regarding admissions and shall be held accountable for adhering to the policy herein.

## 7. Admissions Process

### 3.1 Parent Tour

Prospective parents are encouraged to visit the school through booking an appointment online or through the school reception.

### 3.2 Application Completion

After touring/inquiry, parents must complete the [online application form](#) at the following link:

### 3.3 Admissions Screening

- Applicants from Pre-KG to Grade 1 will undergo an admissions interview with a member of our KG department teaching staff.
- Applicants from Grade 2 to Grade 12 will take a grade-equivalent Cognitive Ability Test (CAT4).
- Applicants from Grades 6 to 12 will sit for an entrance test to assess their current skills and abilities.
- Applicants from Grades 6 to 12 will also participate in a personal interview as part of the admission process. This interview aims to evaluate the applicant's attitude toward learning, personal development, and readiness to succeed in the academic environment of the school.

### 3.4 Offer of Acceptance

Families will be notified via email or phone call of acceptance or rejection within 72 hours (about 3 working days) of completing the admissions screening and providing the required documentation.



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### 3.5 Submission of required documentation

Families are responsible for submitting all required student documentation upon receiving the offer of acceptance. The admissions team is empowered to halt the admissions process if the required documentation is not submitted within a three-week timeframe. These documents include:

1. Student and parents' passport copies,
2. Student and parents' visa copy (where applicable)
3. Student and parents' Emirates ID copies,
4. Student vaccination record or medical records
5. DHA Medical Form
6. Student birth certificate
7. Student passport-sized photo
8. Student's previous school report card (where applicable)
9. Transfer certificate from previous school (where applicable)
10. MOE Equivalency (where applicable)
11. Conditional/Agreement Form (where applicable)
12. Any specific SEN/Inclusion need either diagnosed at home or school
13. Student Conduct Form (to be filled and sent by student's current school)

### 3.6 Payment of Registration Deposit

All offers must be accepted and secured with a payment of up to 10% of the total fee according to the school fee structure within 2 weeks of receiving the offer. The registration fee is non-refundable and non-transferable, but deductible from Term 1 fees.

### 3.7 Signing of the Parent School Contract

To attend school in the new academic year, every student must be registered in the KHDA school system and must have a signed parent-school contract on record. Failure to do so might result in suspension from school. This signing of the KHDA contract must be repeated annually for each student.

### 8. Admissions Requirements for KG, PYP and MYP

#### 4.1 Current Dar Al Marefa Students

Students who meet the following requirements are eligible to enroll in the subsequent grade with a recommendation from the Head of Primary or Head of Secondary, except for the following cases:

- Students who have not cleared their school fees and other financial obligations to the school.
- Students unable to pass the minimum requirements of attendance, punctuality or academic grades to get promoted to the subsequent grade.

#### 4.2 Siblings of Students at Dar Al Marefa School

Siblings of students already registered at Dar Al Marefa have priority placement. Siblings of current students must complete all required steps of the admissions process and relevant application forms must be completed together with the payment of the respective registration fees.

#### 4.3 Admission of Students from Other Schools

Students seeking to transfer from another school must submit their most recent progress reports and a valid transfer certificate. Additionally, all applicants are required to meet the school's entrance exam criteria and meet with the Head of Primary or Head of Secondary, or their designated representatives. This process ensures that the student is prepared to succeed in a bilingual IB learning environment.

Students admitted to Grade 10 from an IB curriculum will be required to sit for the eAssessment exams. Those transferring from other curricula must submit a Personal Project but will not be required to take the official eAssessment exams. These students will receive ongoing support and monitoring before a final decision is made regarding their assessment requirements.

#### 4.4 Students of determination

We are an inclusive school that welcomes applications from Students of Determination. Admission is not denied solely based on a student's experience with Special Educational Needs and Disabilities (SEND). The school upholds and complies with legal and ethical responsibilities under UAE law to accommodate the needs of all applicants.

To ensure that appropriate provisions can be made for each student, we assess them based on the following measures:

**4.4.1** Parents and guardians must disclose any special educational need previously observed (including social and emotional challenges).

**4.4.2** If nothing has been disclosed by parents, and evidence presented during the admissions assessment suggests that the student has a learning disability and/or social and emotional challenges then an interview is set up with the inclusion department.

**4.4.3** The Inclusion department will conduct a comprehensive assessment to evaluate the student's individual needs and determine whether the school has the appropriate resources and support to accommodate the needs. Following this assessment, the department will collaborate with the Head of School to make a final decision regarding the student's admission.

**4.4.4** Parents must submit all/any previous academic reports, provision plans, individual educational plans, and any previous medical/psychological assessments relevant to the application.

**4.4.5** Admitting students of determination will be in accordance with KHDA guidelines at that time.

### Conditional Acceptance

In certain circumstances, conditional acceptance may be granted to students, subject to specific requirements set by the school for continued enrollment at Dar Al Marefa. Parents will be required to sign an internal agreement outlining these conditions. The student's progress will be reviewed on a quarterly basis, and failure to meet the requirements may result in withdrawal from the school.

## 5. Admission to Grade 11 (first year of the IB Diploma Programme)

### 5.1 Internal students

Internal students graduating from Grade 10 (Middle Years Programme) will be required to exhibit the capacity to perform well in the Diploma Programme. As such, they will be required to meet the following requirements:

- A minimum score of 4 in MYP subjects, and a minimum score of 5 or its equivalent in the three subjects they intend to study at Higher Level in the Diploma Programme.
- A satisfactory behavior record in MYP
- Successful completion of the MYP Personal Project Clearance of all financial obligations
- Students achieving 38/56 and above, with a minimum level of 3 in personal project and interdisciplinary components, will be granted admission to the full diploma programme.

- Students achieving 33-37/56, with a minimum level of 3 in personal project and interdisciplinary components, will be granted conditional admission to the full diploma programme.
- Students achieving 25-32/56, with a minimum level of 3 in personal project and interdisciplinary components, will be admitted into diploma courses.
- Students who score 24 or below in the MYP e-Assessment and choose to remain at the school will be retained in Grade 10. They will be given the opportunity to improve their academic performance and reapply for the IB Diploma Program. Alternatively, students may request a certificate of completion for Grade 10 to transfer to another school.

### 5.2 Students from Other Schools

Candidates from other schools must meet ALL the following requirements to be considered:

1. Candidates must have obtained a minimum grade of B / 85% or higher in the three subjects they propose to study at a Higher Level in the Diploma Programme and a grade of C / 80% or higher in the three subjects they propose to study at standard level. These grades must be supported by official transcripts and documentation from their previous school.
2. An official letter of reference from the Head-teacher or Deputy at the candidate's current school is to be submitted, along with a school leaving certificate, and a certificate of good conduct from the school which comments on the behavior of the student.
3. The candidate is also expected to pass an interview by the DP coordinator, who will determine student's motivation and readiness for the rigor of the Diploma Programme.

Parents will be required to bring copies of the child's birth certificate and original documents pertaining to their previous schooling. Candidates that do not have the 3 B- grades for higher level subjects but do have 6 credits may still be accepted to study for the IB Certificate, if they meet the other two criteria above.

### 5.3 Conditional Acceptance (Grade 11)

Conditional acceptance to Grade 11 may be given to students from an IGCSE /national/other curriculum based on the mock/predicted results of their school. Their admission will be confirmed on receipt of the results on an official transcript from Cambridge or IGCSE.

### 6. Admission to Grade 12 (second year of the IB Diploma Programme)

Admissions to Grade 12 may be granted only in exceptional circumstances, if applicants meet the following conditions:

1. They have completed the first year of the Diploma Programme at an authorized IB school and their choice of subjects are compatible with the subjects offered at Dar Al Marefa.
2. They have a minimum total of 30 points at the end of their first year in their current school, and a minimum grade C in the Extended Essay and Theory of Knowledge, and have completed their CAS hours, certified by the CAS Coordinator at their current school.
3. Obtain a mean level 4 achievement in an entrance assessment comprised of the end-of-year exam at the Senior School.
4. Provide an official letter of reference from the Principal or Deputy at the candidate's current school, along with a school leaving certificate, and a certificate of good conduct from the school which comments on the behavior of the student.
5. Pass an interview with the DP coordinator and the Head of Secondary.

### 9. Admission to IB CP (for AY 2026 - 2027)

At Dar Al Marefa School, students who join the CP Programme will study three DP subjects:

1. Arabic Language and Literature
2. Language Acquisition (Language B English)
3. Mathematics

In addition to their academic subjects, students also take part in important core components, such as Service Learning, Personal and Professional Skills, the Reflective Project, and Language Development, all of which help to shape well-rounded individuals.

To enter the CP Programme at Dar Al Marefa School for the 2026-2027 academic year, students must have achieved at least 23 out of 56 MYP points.

As part of the CP Programme, students also have the opportunity to earn a BTEC International Level 3 Diploma in Business, providing them with a strong foundation in business as the career-related component of their studies.

## 10. Links

- [Admissions Process](#)
- [Student Conduct Form](#)

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Reviewed by: Sahar Moosa

Final review: Tim Wade, Inas Derbashi

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“Enhancing life by nurturing minds.”



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