

Admissions Policy

Academic year 2026–27

Our approach

Arab Unity School (AUS) welcomes families who want their children to achieve their full potential. The school does not discriminate on the basis of race, gender, additional needs or nation of origin, and seeks to accept all qualified students who apply. Places depend on availability, and the final decision rests with the senior leadership team. Please read this policy alongside the Parent Contract.

The admission process

Step	What happens
1. Enquiry	Enquire through the website or online enquiry form. The Admissions Office acknowledges email enquiries within 24 hours and follows up in full within 48 hours.
2. School tour	Prospective families are encouraged to visit, learn about the school's mission and vision, see the campus and ask questions.
3. Application	Complete the application form and pay the AED 500 application fee (inclusive of VAT). Incomplete applications are not processed.
4. Documents	Upload the required documents (see below). Records from the previous two years are due within four weeks, otherwise the process may be delayed or halted.
5. Assessment	Students may complete a Cognitive Ability Test (CAT4) and/or reading, writing and numeracy assessments. Foundation Stage children join a play-based assessment of school readiness.
6. Decision	Families are told by phone or email within 48 hours of the assessment, provided the application is complete. A student may be offered a place, placed on the waitlist or declined. Some offers are conditional on documents.
7. Acceptance	Sign and return the acceptance letter, pay the registration deposit and pay first-term fees before classes begin.

Documents required

- Latest school report card, plus transcripts and records (including any IEP) for the previous two years.
- Passport, valid visa and Emirates ID (front and back) for the student and parents, with the original Emirates IDs shown to the Registrar.
- Student birth certificate (FS2 and Year 1) and vaccination card.
- Transfer Certificate and a fee clearance letter from the previous school, before the first day. Certificates from other Emirates must be attested by that emirate's Ministry of Education. Overseas certificates for Year 3 and above must be typed on official letterhead, signed by the Principal and stamped. Certificates from schools outside Australia, Canada, Europe, New Zealand, the USA and the UAE must be in English or Arabic and attested by the Ministry of Education, the Ministry of Foreign Affairs and the UAE Embassy. Certificates from GCC countries need attestation by the educational authorities only.

Admission criteria and priority

Acceptance is based on space availability and on the student being age-appropriate for the year group, having successfully completed the previous school year, assessment results where required, and previous school records. Siblings must also complete the full application, including assessment. Eligible students are enrolled in this order of priority: Emirati national students, children of staff, students with siblings at the school, then the waitlist. Waitlisted families confirm each year that they wish to remain, and after two years must reapply. Admission decisions are final and appeals are not considered.

Students with additional needs

Students are not refused admission solely because of a special educational need or disability, and siblings of students with additional needs are given priority. Parents are asked to disclose any previously identified need and provide earlier reports and plans. The Inclusion Team assesses whether the school can meet the child's needs. In rare cases a one-to-one Individual Learning Support Assistant, funded by parents, may be needed, following KHDA guidance. Foundation Stage children should be toilet trained, able to feed themselves and manage their personal cleanliness.

Year group and class placement

The school may place a student in the year group that best serves their needs. Parents are asked to sign to support this, and an application is made to KHDA. Classes are balanced and diverse, considering factors such as gender, nationality, English fluency, educational needs, ability and mother tongue. AUS cannot accept requests for a specific class or swap classes during the year.

KHDA requirements

All students must be registered with KHDA. A Transfer Certificate is mandatory for any student who attended another school, and parents must sign the Parent School Contract within one month of the start of the academic year, or the student may be suspended.

Fees, re-enrolment and refunds

- **Application fee:** AED 500. It is not refundable if a place is offered but not taken and is not deducted from tuition. It can be refunded if the application is unsuccessful.
- **Registration deposit:** 10% of annual tuition, non-refundable and non-transferable, and deducted from tuition fees.
- **Tuition:** payable in advance each term (September, January and April). First-term fees must be paid before the student starts, unless a payment plan has been agreed with the Finance Office. Students joining mid-term pay for the full weeks remaining.
- **Re-enrolment:** the re-enrolment fee must be paid by the date given, or the seat may be offered to new applicants.
- **Withdrawal:** thirty days' written notice to the Principal or Registrar. Refunds follow Ministry of Education rules. Before the year starts, the first-term balance is refunded, less the application fee and registration deposit if the parent withdraws. During the term, one month's fees are charged if the student attended two weeks or less, two months if more than two weeks but under a month, and the full term if more than a month.

The school may withdraw a student's place where behaviour is out of keeping with community standards, or where fees are more than a month in arrears without a payment agreement.