



## **ADMISSIONS PROCEDURE**

### **1) Complete our Online Application at**

<http://sig.orison.school/SIGPreRegistration/Applicationform?param=coKDySqhpjKTuXUkvvk1FbKygi3y7pTVSMmiOD0Pvc=>

Reference page 3 for Age Requirement and Grade Level Placement.

### **2) Remit the required documents for assessment by email at**

[admissions@clarionschool.com](mailto:admissions@clarionschool.com)

- Signed Declaration form ([link](#))
- Copy of your child's passport, Visa and Emirates ID card (front and back),
- Copy of both parents' passports, Visa and Emirates ID cards (front and back)
- Copy of your child's most recent nursery or school report
- Nursery/ School confidential form to be completed by the current Nursery/ School
- Standardized testing (MAP/ CAT4) for students applying for Grade 2 and up (if available)
- Copy of any learning difficulty diagnostic testing or educational assessment (if applicable)
- Copy of a passport sized photograph of your child and both parents
- Copy of child's birth certificate
- Copy of Immunization Card
- Copy of custody papers (if applicable)
- DHA (Dubai Health Authority) Medical form
- For Grades 2 and higher joining Clarion from overseas or for any students transferring from a school or nursery within Dubai under the KHDA we will require a Transfer Certificate \*

- Please include the diagnostic report, IEP and any other document that details the support that your son/daughter requires and is receiving at their current school. Once we have received the applications and documents, we can confirm the next steps. Please note that our support services are at capacity this year. **We will know more about our capacity for next year once we have done re-enrollment in the spring. Should a student leave, the services that become available would then be matched to a new student requiring similar support. We do not operate on a first come, first basis.**

### **3) Pay application fee**

After completion of the online application and submissions of the initial required documents an Application Fee of **AED 500 per student** is due to move forward with booking an assessment. Please refer to page 2 for payment details.



#### 4) **Assessment and reviews of student's profile.**

Once the assessment is completed, the student's file will be reviewed by the Admissions Committee. A decision will be communicated to the family within 48 hours. Successful applicants will receive an offer letter via email. For some students, additional information may be gathered through a taster day before a final decision is made.

#### 5) **Parent Interview**

As part of the admissions process, parents will be invited for an interview. This meeting provides an opportunity to discuss the school's values, curriculum, and expectations, as well as to address any questions parents may have. It also allows the Admissions Committee to better understand the family's educational goals and alignment with the school community.

#### 6) **Offer and Acceptance**

Sign and remit the offer letter to [admissions@clarionschool.com](mailto:admissions@clarionschool.com) with the Registration Fee of **AED 5,000 per student**. These should be submitted within 7 days of the date on the offer letter to secure their seat. This fee is nonrefundable but is fully deducted against the first term's tuition fees.

#### **Admissions Payment Options**

##### **For payment by Cash:**

Payments may be made by cash or check at Clarion School, Accounts Office, D - 13 Al Asayel St., Al Quoz, Dubai.

##### **For payment by Check:**

Make checks payable to: Clarion School LLC

##### **For payment by Bank Transfer:**

*Please note your child's name when making a transfer:*

**Bank name:** National Bank of Fujairah

**Bank Address:** PO Box 17676, Jebel Ali, UAE

**Account No:** A/c No. 012001036597

**IBAN:** AE950380000012001036597

**Swift Code:** NBFUAEAF



## 7) KHDA Registration and Contract Signing

Before the student can attend school, the KHDA (Knowledge and Human Development Authority) registration and contract signing must be completed.

**Step 1:** The admissions team will complete the student's registration using the following documents.

- Student EID copy and one parent EID copy
- If EIDs are under process, we will use the Parent and Student passport copy
- Transfer Certificate\*
- UAE phone number

Upon registration, the registered parent will be sent an email and SMS from the KHDA confirming the KHDA parent-school contract is ready for signing.

**Step 2:** Signing the KHDA contract.

The contract can be signed online by logging into the KHDA portal, using the registered parent email address, contact number or EID number. <https://www.khda.gov.ae/khdaparentportal/#/login>

### **\*Transfer Certificates**

- The Transfer Certificate (TC) is a document required by the 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.
- If the transfer certificate is not in English or Arabic it must be translated and authenticated from your Embassy or Consulate.
- The transfer certificate must confirm the grade completed and exit date from the current school.
- Attestations are not required from the US, Canada, Europe, Australia and New Zealand.
- For other countries not listed: the transfer certificate must be attested by the Ministry of Education Department of Foreign Affairs and the UAE Embassy of the country where the certificate was issued.



## Terms and Conditions

### **Age Requirement and Grade Level Placement**

The school reserves the right to place your child in a class deemed to be the most appropriate, within the bounds of the KHDA guidelines.

Age as of August 31	Clarion School	American Curriculum	British Curriculum	French Curriculum
3 Years old	Pre-K	-----	FS1 - Nursery	École Maternelle - Petite Section
4 years old	KG1	Pre-K	FS2 - Reception	École Maternelle - Moyenne Section
5 years old	KG2	KG	1	École Maternelle - Grande Section
6 years old	Grade 1	1	2	École Primaire Préparatoire (CP)
7 years old	Grade 2	2	3	École Primaire Cours Élémentaire 1 (CE1)
8 years old	Grade 3	3	4	École Primaire Cours Élémentaire 2 (CE2)
9 years old	Grade 4	4	5	École Primaire Cours Moyen 1 (CM1)
10 years old	Grade 5	5	6	École Primaire Cours Moyen 2 (CM2)
11 years old	Grade 6	6	7	Collège Sixième (6e)
12 years old	Grade 7	7	8	Cinquième (5e)
13 years old	Grade 8	8	9	Collège Quatrième (4e )
14 years old	Grade 9	9	10	Collège Troisième (3e)
15 years old	Grade 10	10	11	Lycée Seconde (2nde)
16 years old	Grade 11	11	12	Lycée Première (1ère)
17 years old	Grade 12	12	13	La Terminale (T)