ADMISSIONS AND FEES POLICY		
Applicable to	☒Schools ☐Nurseries	
Teams / Individuals	☒Academic Staff ☒Administration Staff	
Publishing Channel	☒Parents' VLE ☒Staff Dashboard ☒Website ☐Dept. Micro-site	
Linked Policies	Inclusion Policy Student Attendance and Punctuality Policy Transport Policy Assessment Policy	
Linked Documents	Admission Process Chart Inclusion and Students of Determination Procedures Student Withdrawal Form; SMS and RIS Fee Schedules	
Updated By	**Latest Publish Date**	**Monitoring Cycle**
Tracey Bishop	September 2026	Annual
Approved By	**Approval Date**	
Dr Neil Hopkin, Director of Education	26 September 2026	
Version No.	**Amendments**	
1.0	None	
1.1	General update	
1.2	Logo update	
1.3	Clarification on documents required	
1.4	Minor formatting	
1.5	Enrolment ages, class size, Islamic Studies	
1.6	Merged SMS v1.5 and RIS v1.5 into a single Fortes-wide policy; school-specific provisions moved to Annex A; enrolment ages and Transfer Certificate tables rebuilt; late payment, withholding and payment methods clarified for the KHDA School-Parent Contract	

POLICY BRIEF AND SCOPE

This policy applies to Sunmarke School (SMS) and Regent International School (RIS), the schools of Fortes Education. In this policy "the school" means the school to which an application is made or at which a student is enrolled. Provisions that differ between the two schools are set out in Annex A. The tuition fees, other charges and payment due dates for each school are published separately in that school's Fee Schedule, which is approved by KHDA and forms part of the terms on which a place is offered.

Fortes Education schools welcome applications from students of all nationalities throughout the academic year. We cater to all nationalities and religions; this is reflected in the values and culture

of the whole school community, so learners feel welcome each day, accepted, safe and valued. Both schools have a diverse student population, including students of determination with a range of needs, who all contribute positively to the life of the school.

The admissions process is guided by the applicable KHDA requirements, including the KHDA School Fees Framework and the KHDA School-Parent Contract.

ADMISSION CRITERIA

FS1 and FS2: An informal, play-based assessment is held with the child to assess the child's abilities, areas of strength and readiness to join school.

Year 1 to Year 13: Admissions are subject to an interview and successful completion of the school's entrance assessments. Where applicable, records from the student's previous school(s) are reviewed. Year 13 is a continuation of Year 12.

Closed year groups: Year 11 and Year 13 are closed to new admissions because they are the second year of two-year GCSE and A Level programmes. Year 10 and Year 12 are closed to new admissions after the beginning of Term 2. Students are not admitted midway through a programme unless there are exceptional circumstances and the subject options and examination boards match those offered by the school.

Students of determination are enrolled in a year group commensurate with their age and in accordance with the guidelines set by the MoE and KHDA.

ENROLMENT AGES: FS1 TO YEAR 13

Phase	Year group	Minimum age	Key Stage	Programme
EYFS	FS1	3+ 31 December	Nursery	EYFS
EYFS	FS2	4+	Reception	EYFS
Primary	Year 1	5+	Key Stage 1	National Curriculum
Primary	Year 2	6+	Key Stage 1	National Curriculum
Primary	Year 3	7+	Key Stage 2	National Curriculum
Primary	Year 4	8+	Key Stage 2	National Curriculum
Primary	Year 5	9+	Key Stage 2	National Curriculum
Primary	Year 6	10+	Key Stage 2	National Curriculum
Secondary	Year 7	11+	Key Stage 3	National Curriculum
Secondary	Year 8	12+	Key Stage 3	National Curriculum
Secondary	Year 9	13+	Key Stage 3	National Curriculum
Secondary	Year 10	14+	Key Stage 4	IGCSE / GCSE/

				BTEC
Secondary	Year 11	15+	Key Stage 4	IGCSE / GCSE/ BTEC
Sixth Form	Year 12	16+	Key Stage 5	A / AS Level, BTEC, (IB Sunmarke only)
Sixth Form	Year 13	17+	Key Stage 5	A / AS Level, BTEC, (IB Sunmarke only)

In line with MoE and KHDA requirements, enrolment age for FS1 is determined at 31 December of the admission year. For FS2 to Year 13, enrolment age is determined at 1 September of the admission year. Programmes offered at post-16 differ by school; see Annex A.

ADMISSION OF STUDENTS WITH ADDITIONAL NEEDS

This policy is in line with Federal Law No. 29 of 2006 and the aims of the Dubai Inclusive Education Policy Framework 2017 regarding the education and outcomes of students experiencing special educational needs and disabilities (SEND).

On entry to the school we identify students who have special educational needs and disabilities, students who are gifted and talented, and English language learners (ELL), to ensure that no student is precluded from activities because of learning or language needs.

Prospective students sit an assessment in English and a cognitive ability test (CAT4) in accordance with the entrance assessments set out below. Where a student's results fall within the parameters agreed between the academic faculty and the Board of Governors, the student is admitted. Students whose results sit outside the parameters may be invited to attend further assessment facilitated by the Achievement Centre and an in-class trial, to establish the level of support required to enable them to access the curriculum.

Admission is not conditional on a medical diagnosis, SEN reports or external therapist reports. However, these must be made available so that the school can determine the level of support needed.

ADMISSION APPLICATION

Applications are submitted online via the school website.

Application Fee: A non-deductible Application Fee of AED 500 plus VAT, inclusive of standard entrance assessment, is payable when the application is submitted. In accordance with the KHDA Registration and Refund Policy, the Application Fee is refunded in full if the student is not offered a place following assessment. It is not refunded if the school makes a formal offer and the parent chooses not to accept it. The Application Fee is not deducted from the tuition fees.

Seat availability and offers: Before collecting the Application Fee the school confirms to parents whether a seat is available in the relevant year group or whether the student will be placed on the waitlist. Confirmation that a seat is available is not an offer of a place. An offer is made only after assessment, and is subject to the school being satisfied that it can meet the student's needs. Where the assessment identifies additional learning needs or English language needs, the Inclusion team (SENDCo) or the English Language Learner (ELL) team assesses whether the school can provide the

support required for the student to access the curriculum, and the school may request further reports or an in-class trial before deciding. If, following assessment, the school is unable to offer a place, the Application Fee is refunded in full.

Tours and assessments are booked on receipt of an enquiry. The application form must be complete before the day of assessment so that the correct assessment is given.

All applications are placed on the waitlist for that academic year and cannot be carried forward to the next academic year. Students who withdraw and return to the school after a minimum of two terms are required to pay the Application Fee again to re-join.

Parents must sign the declaration on the application form confirming that any incorrect or misleading statements, or omissions, may affect the child's admission, including after the child has commenced school.

DOCUMENTS FOR KHDA STUDENT REGISTRATION

The following documents are uploaded with the online application:

1. Student's passport copy
2. Student's residence visa copy, stamped on passport, if available
3. Student's Emirates ID card, copies of both sides, if available
4. Copy of School Transfer Certificate (Year 3 onwards arriving from outside the Emirate or country, and for all Dubai transfers) or a Letter of Enrolment
5. Copy of last school report (translated into English if in a foreign language)

The following documents must be submitted before or on the child's first day of school:

1. Any relevant SEN information or reports (for example psychological, speech and language or occupational therapy reports, play plans, Individual Education Plans)
2. Certificates of grade completion or letter of enrolment
3. Copy of last school report (translated into English if in a foreign language)
4. Recommendation Form (Primary and Secondary)
5. Passport-style photograph of the child and of both parents
6. Student's residence visa copy, stamped on passport
7. Student's Emirates ID card, copies of both sides
8. Parents' Emirates ID cards, copies of both sides
9. Original attested Transfer Certificate from the previous school, for entry from Year 3 onwards or when transferring within Dubai
10. Copy of up-to-date immunisation record in English
11. DHA Vaccination Consent Form

Documents may alternatively be emailed to the school's KHDA registration address given in Annex A.

STUDENT REGISTRATION WITH THE KHDA

All students must be registered with the KHDA. Parents are obliged to obtain an Emirates ID card for themselves and their children. Registration approval is subject to MoE and KHDA approval.

KHDA School-Parent Contract:

Once the required documents have been uploaded, the school registers the student. When the contract is published, parents are required to sign the KHDA School-Parent Contract promptly using the direct link sent by SMS and email to the contact details registered in the KHDA system. Failure to complete the contract will interrupt the student's education.

Transfer Certificate (new students):

The school is governed by the rules and regulations of the KHDA. Placement in a year group from Year 3 onwards is based on the Transfer Certificate provided at the time of application. The requirements are:

If the student is transferring from	The Transfer Certificate must carry
Another Emirate in the UAE, or any GCC country	School principal's signature and school stamp; and attestation by the educational authority of that Emirate or by the Ministry of Education in the GCC country
North America, Western Europe or Australia	School principal's signature and school stamp
Middle East (excluding the UAE), South and Central America, Asia, Russia and former Russian states, Eastern Europe, Africa or New Zealand	School principal's signature and school stamp; attestation by the Ministry of Education in the country of origin; and attestation by the UAE Consulate or Embassy in the country of origin or by the Ministry of Foreign Affairs in the UAE

All Transfer Certificates must be in the correct form, signed, stamped and attested as necessary for the child to be registered with the KHDA and the UAE Ministry of Education. Without a Transfer Certificate it is not possible to register a child legally in school or with the MoE and KHDA. The school provides an attestation service for a separate charge.

PRIORITY GROUPS

Applications are prioritised as follows:

1. First: siblings of students of determination already enrolled at the school.
2. Second: siblings of students at the school or at another Fortes Education school or nursery who have completed the online application.

Fortes Education schools and nurseries:

Students coming from a Fortes Education school or nursery secure automatic placement, subject to the following conditions:

1. The student has completed at least one full academic term at a Fortes Education school or nursery
2. Parents have completed the online application
3. Positive recommendation from the Head of the Fortes school or nursery
4. The Application Fee is waived
5. The school has provision available to fully meet the needs of students of determination

ASSESSMENTS ON ENTRY

All applicants are required to sit the school's entrance assessments. Applicants from Fortes Education schools and nurseries are not required to sit the entrance assessment unless the admissions team decides otherwise. The following are examples of the entrance assessments used; topics and delivery may change to protect assessment integrity.

FS1 and FS2: A 20-minute play-based assessment to assess the child's readiness to join school.

Year 1: A 45-minute English and Mathematics writing paper. ELL students additionally sit the Pearson English Benchmark Test Level 1. Previous school reports are also reviewed.

Years 2 and 3: A 60-minute CAT4 assessment and a 30-minute English writing assessment. ELL students additionally sit the Pearson English Benchmark Test Level 2.

Years 4 to 6: A 90-minute CAT4 assessment and a 30-minute English writing assessment. ELL students additionally sit the Pearson English Benchmark Test Level 2 to 3.

Years 7 to 9: A 90-minute CAT4 assessment and a 30-minute English writing assessment. ELL students additionally sit the Pearson English Benchmark Test Level 4 to 6.

Years 10 to 12: A 90-minute CAT4 assessment. Mock results and school reports are reviewed and a follow-up meeting with a member of the Senior Leadership Team is required. ELL students additionally sit a 60-minute English Benchmark Test.

If the school considers that an applicant needs additional learning support, further reports are requested and a meeting is scheduled with the Head of Phase and/or the Head of Inclusion, who makes a recommendation about the additional learning support required. Fees for additional learning support are charged separately from tuition fees and must be agreed by the parents.

The school advises unsuccessful applicants after assessment. At its discretion the school may recommend re-assessment before an applicant is moved from the waitlist. The school is not required to enter into any subsequent dialogue about its judgement.

STUDENT PLACEMENT AND CLASS SIZE

The school places students in year group sections taking into consideration student demographics and cultural background, gender, the previous year's attainment and progress, and the needs of students of determination. The final decision on placement is at the discretion of the school.

The school aims for the following maximum class sizes, which are subject to change if circumstances warrant:

	FS1	FS2	Y1 to Y6	Y7 to Y9	Y10 to Y11	Y12 to Y13
Maximum students per class	24	24	26	26	26	26

Placement in subject options in Key Stage 4 and Key Stage 5:

The school offers a range of subject options for students entering Year 10 and Year 12. Subject options and entry requirements are set out in the annually updated and published Options Booklet for the relevant programme.

ADVANCE FEE ON ACCEPTANCE (NEW STUDENTS)

The Advance Fee is a non-refundable, non-transferable payment required to reserve a place. In accordance with KHDA regulations the school charges 10% of the annual tuition fee as the Advance Fee, which is deducted from the tuition fees for the term of enrolment.

If a place is offered, parents have five calendar days to confirm acceptance and pay the Advance Fee. If the Advance Fee is not received by the set date, the offer lapses and the place is offered to another applicant. Parents, not the school, are responsible for following up payments made by employers.

The Advance Fee is refundable if the parent formally notifies the school of their intention to cancel the enrolment at least 60 calendar days prior to the school's start date of the following academic year.

PROVISIONAL OFFER

The school may at its discretion make a Provisional Offer in certain circumstances. The conditions of a Provisional Offer are stated clearly in writing.

RE-ENROLMENT FEE (RETURNING STUDENTS)

The school's re-enrolment process starts by 1 November each academic year. The Re-Enrolment Fee is an annual, non-refundable, non-transferable payment of 5% of the annual tuition fee or AED 500, whichever is higher, to reserve a student's place for the following academic year. It is deducted from the tuition fees for the term of enrolment in the following academic year. The Re-Enrolment Fee is due by the date published in the school's Fee Schedule, which complies with the KHDA School Fees Framework. Places are not guaranteed if payment is not made by the due date.

The Re-enrolment Fee is refundable if the parent formally notifies the school of their intention to withdraw their child at least 60 calendar days prior to the school's start date of the following academic year.

TUITION FEES AND PAYMENT

1. Tuition fees are payable in advance, by the due dates published in the school's Fee Schedule, by bank transfer, cheque, cash,credit/debit cards. Online payments are accepted through credit/debit cards and Tabby where the school's payment portal is available.
2. Tuition fees exclude uniforms, stationery, field trips and educational visits, costumes for school productions and showcases, individual learning support, and optional services such as transport and paid after-school activities. Textbooks issued to Secondary students remain school property.
3. All fees are non-transferable, non-endorsable and cannot be carried forward to a subsequent term or year.

SIBLING DISCOUNTS

Where more than one child from the same family is enrolled at the school for a complete academic year, the following discounts apply, up to a maximum of four siblings, and are deducted from that sibling's third-term tuition fee:

1. Eldest child at the school (1st child): No discount
2. Second child at the school (Sibling 1): 5% of lowest fee paying sibling's tuition fees
3. Third child at the school (Sibling 2): 5% of lowest fee paying sibling's tuition fees
4. Fourth child at the school (Sibling 3): 10% of lowest fee paying sibling's tuition fees
5. Fifth child at the school (Sibling 4): 10% of lowest fee paying sibling's tuition fees

Students in receipt of the sibling discount are not eligible for any other discount. Sibling discounts only apply to children who complete the full academic year (3 terms) and therefore the full year's discount will be deducted from the Term 3 tuition fee invoice.

LATE PAYMENT AND WITHHOLDING

The school follows the KHDA School Fees Framework in respect of late payment. Where tuition fees remain outstanding after the due date, the school issues a written reminder and may, after a further period of non-payment, suspend the student's access to optional services and withhold the sale of classroom resources.

Where fees remain unpaid, the school may withhold term reports, internal assessment results, Certificates of Enrolment, responses to reference requests and Transfer Certificates, and may decline re-enrolment, in accordance with the KHDA School Fees Framework. Where a parent has entered into a written payment plan agreed with the school and is meeting its terms, reports and records are not withheld.

LATE ENTRY

If a student joins during the academic year and a place has been reserved from the beginning of the year, the full tuition fees for the unattended part of that term are payable. A student who joins at any other point during the academic year is charged tuition fees from the month of joining.

SEAT CONFIRMATION

A place is confirmed only on payment of the full term's tuition fee by the due date published in the school's Fee Schedule.

ORIENTATION

The school publishes its calendar on the website. Before joining, new parents receive a Welcome Pack with information about the school and student life, and have the opportunity to meet academic staff on the orientation days noted in the calendar.

WITHDRAWAL

All withdrawals must be made through the Digital Student Withdrawal Form.

Where withdrawal is initiated by the school, other than through suspension or expulsion, the pro-rata balance of tuition fees paid is refunded after deducting the Advance Fee. Fees for uniforms and optional services such as transport are non-refundable; the Application Fee is treated as set out under Admission Application.

REFUNDS OF TUITION FEES

A student may be withdrawn at any time by giving one term's notice in writing through the Digital Student Withdrawal Form, failing which the full term's tuition fee is charged. Tuition fees may be partly refunded as follows:

Before the start of the academic year:

1. Tuition fees paid before the academic year begins are refundable; only the Advance Fee or Re-Enrolment Fee is deducted if the cancellation/withdrawal was requested less than 60 calendar days prior to the start date of the school.

During the academic year:

1. If the student was enrolled in the term for two weeks or less, one month's tuition fee will be deducted.
2. If the student was enrolled in the term for a period between two weeks and one month, two months' tuition fee will be deducted.
3. If the student was enrolled in the term for more than one month, the full term's tuition fee will be deducted.

The refund will be calculated from the start of the term to the withdrawal date recorded on the Withdrawal Certificate and not from the date when the student was absent. Being on the school register counts as days in school.

In all circumstances the Advance Fee, Re-Enrolment Fee, and fees for uniform, costumes for school performances , learning support, and optional services such as transport, paid after-school activities and aftercare are non-refundable. The Application Fee is refundable only in the circumstances set out under Admission Application.

Refund timeline:

Refunds of tuition fees are made in line with the KHDA School Fees Framework and are normally paid within 45 calendar days of the latest of the following:

1. The school's receipt of a fully completed Digital Student Withdrawal Form with supporting documentation
2. Clearance by the parent of all outstanding account balances
3. Return of all borrowed resources
4. Payment for any damage to school property

TRANSFER CERTIFICATE (LEAVERS)

Transfer Certificates are issued to students registered with the KHDA within 30 days of the last date of attendance, provided that the Student Withdrawal Form was submitted at least one month

before and all fees are paid. Parents must tell the school where the student is transferring to so that the correct documents are prepared. Students transferring within Dubai and the UAE require an attested Transfer Certificate; students transferring outside the UAE receive an English Transfer Certificate. Parents who require an attested certificate must indicate this and pay the attestation fee when submitting the Withdrawal Form.

OPTIONAL SERVICES

1. Fees for optional services are charged separately from tuition fees and must be paid in advance when the fees are due. They are non-refundable, non-transferable and cannot be carried forward to the next term or year in the event of absence, illness or a change of arrangements.
2. The school and/or the third-party provider may, at their discretion, withdraw a student's use of an optional service without refund if the student or parent breaches the provider's conditions.
3. Fees for optional services and the related regulations are subject to change without notice. Optional services depend on sufficient demand and on the availability of resources and facilities, and the school may discontinue an optional service at any time.

Transport:

The school uses an independent third-party bus operator providing an air-conditioned transport service to and from the school. Parents may use this service at their own discretion and cost. The term's Transport fees must be paid in advance and in full to avail of the service.

After-school activities (ASAs):

The school offers its premises to reputable independent third-party providers who run optional paid after-school activities in sports, academic subjects, music and hobbies during the school year, and camps during holidays. These programmes are independent of the school's curriculum and of the school's own extra-curricular activities (ECAs) programme.

ASA programmes are governed by the providers' own rules and policies. The school is not responsible, directly or indirectly, for programmes run by third-party providers on its premises; parents and providers assume their own liabilities in dealing with each other. The ASA menu is published on the website.

ARABIC LANGUAGE AND ISLAMIC STUDIES

In accordance with MoE and KHDA regulations, all students in the Foundation Stage and Year 1 study Arabic under the KHDA Policy on Arabic Language Provision in Early Childhood Education. From Year 2 (MoE Grade 1), students who are nationals of an Arab country study Arabic as a first language, following an enriched version of the UAE Ministry of Education syllabus. All other students study Arabic as an additional language from Year 2 to Year 10 (MoE Grades 1 to 9). Year groups are stated in British curriculum terms; the MoE equivalent is one grade lower.

All Muslim students from FS2 are required to attend Islamic Studies in accordance with KHDA regulations. Nationals of Arab countries study Islamic Studies for Arabs; nationals of non-Arab countries study Islamic Studies for non-Arabs.

POLICY REVIEW

This policy is reviewed annually. The Principals, the Head of Marketing, Admissions and Communications, and the Director of Education undertake the annual review of the admissions policy and procedures and of the efficiency with which the related duties have been discharged.

ANNEX A: SCHOOL-SPECIFIC PROVISIONS

The following provisions differ between the two schools. Everything else in this policy applies equally to both.

Provision	Sunmarke School	Regent International School
KHDA registration email	khdaregistration.sms@forteseducation.com	khdaregistration.ris@forteseducation.com
Fee Schedule	SMS Fee Schedule published on the SMS website	RIS Fee Schedule published on the RIS website
Post-16 programmes	A / AS Level, BTEC, IB Diploma	A / AS Level, BTEC
Paid ECA programme	SMSSPAA	RISSPAA

ADMISSION PROCESS CHART

