



SCHOOL ADMISSION POLICY

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Table of Contents

I.	INTRODUCTION	2
II.	CORRESPONDENCE OF YEARS	2
III.	ICE ADMISSION PROCEDURE :	3
IV.	FEES	5
V.	RE-ENROLLMENT PROCEDURE	6

Introduction

The Bilingual French International School – ICE promotes bilingualism progressively. Applicants may start either at the beginning of the school year or mid-year; the same admission process applies in either case.

Correspondence of Years

Age on 31 Dec	French	International	UK
3	PS	Pre-KG	FS1
4	MS	KG1	FS2
5	GS	KG2	Year 1
6	CP	Grade 1	Year 2
7	CE1	Grade 2	Year 3
8	CE2	Grade 3	Year 4
9	CM1	Grade 4	Year 5
10	CM2	Grade 5	Year 6
11	6ème	Grade 6	Year 7
12	5ème	Grade 7	Year 8
13	4ème	Grade 8	Year 9
14	3ème	Grade 9	Year 10
15	Seconde	Grade 10	Year 11
16	Première	Grade 11	Year 12
17	Terminale	Grade 12	Year 13

ICE Admission Procedure

Step 1 – Application Process

Applicants are invited for a school tour. If they wish to apply, they must complete the **application form** on our website and submit the required documents via email to **admission@icedubai.org**.

Required Documents:

- Student passport photo (or scanned copy)
 - Copies of parent's and student's passports (or official guardian)
 - Birth certificate
 - Health record with vaccinations
 - School certificate
 - Original withdrawal/transfer certificate (EXEAT) from previous school, translated into Arabic or English, signed and stamped by the school principal. Arab country transfers require additional official stamps.
 - Copies of UAE ID and residence visas (mother, father, student)
 - Previous individual educational plans or medical/psychological reports (if applicable)
 - 2-minute video of child speaking French or English (for PS class) via WhatsApp: +971589800521
 - Report cards from last year and current year (KG1–Grade 12)
 - Application fee: AED 500 per applicant (non-refundable and non-transferable)
 - Advance payment of 10% of the following year's tuition to confirm the place (deducted from next year's fees)
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Step 2 – Admissions Committee

The committee includes the **Admissions Officer** and the **Principal**. Decisions are based on:

- Review of academic records for applicants from accredited French schools
- Admissions assessment for applicants from non-accredited schools

Prerequisites:

- Kindergarten students must be potty trained
- Sufficient level of French required for admission

Special Educational Needs (SEND):

The SEND coordinator participates in the process to assess compatibility of the child's needs with school resources.

Step 3 – Letter of Admission

The admissions department sends a **letter of offer**, specifying the timeframe to confirm the child's place and any missing requirements.

Fees (Approved By KHDA)

Application Fee: AED 500 per child, non-refundable if a place is offered; refundable if no seat is offered.

Seat Confirmation Fee:

- 10% advance of tuition payable once the seat is offered
- Deducted from next year's tuition

Tuition Fees 2026–2027:

French System	International / UK Equivalent	Annual Tuition Fees (AED)
PS	Pre-KG	49,598
MS	KG1	60,620
GS	KG2	63,926
CP	Grade 1	67,233
CE1	Grade 2	70,539
CE2	Grade 3	73,846
CM1	Grade 4	77,152
CM2	Grade 5	80,458
6ème	Grade 6	84,868
5ème	Grade 7	84,868
4ème	Grade 8	90,378
3ème	Grade 9	90,378
Seconde	Grade 10	96,306
Première	Grade 11	96,306
Terminale	Grade 12	100,688

Discounts:

- 10% sibling discount for second and subsequent children
 - 30% staff discount
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Re-enrollment Procedure

- Re-enrollment is **not automatic**.
- Parents will receive a communication from the school asking them to confirm whether they intend to re-enroll their child for the following academic year.
- Once the intention to re-enroll has been confirmed by the parents and recorded in the school system, a **5% re-enrollment payment** will be required in accordance with KHDA regulations.
- If all tuition fees for the current academic year have been settled in full, the **5% re-enrollment payment will be deducted from the first-term tuition fees of the upcoming academic year**.
- At the end of the academic year, if there is an outstanding balance from the current academic year, the payment received will first be allocated against the **amount due on the student's account**. Re-enrollment will only be considered complete once all required financial obligations and re-enrollment steps have been fulfilled.
- The re-enrollment payment deadline and related timeline will be communicated to parents by the school in accordance with the applicable KHDA rules and regulations.

Re-enrolment After Withdrawal

Students who have withdrawn from the school and wish to return at a later stage will be considered as new applicants and must follow the full admissions process, subject to seat availability.

The following documents will be required depending on the student's current schooling location:

- If the student is currently enrolled in a school within Dubai (UAE):

A valid KHDA Transfer Certificate issued by the current school must be provided.

- If the student is currently enrolled in a school outside Dubai (UAE):

The following documents must be submitted:



École Bilingue Française Internationale
Dubai Bilingual French International School

- The complete academic year report cards from the student's current school, covering both the current and previous academic years.
- A valid school certificate
- An official transfer certificate from the current school

Please note that re-enrolment will only be considered upon submission of all required documents and completion of the admissions process