

ADMISSION PROCEDURE

Brilliant Private School is a private institution following Early Years Foundation Stage EYFS and the Cambridge Curriculum Pathway. Our admission process for new students is structured in accordance with these standards.

Admission Process

BIPS follows the EYFS framework and the Cambridge Pathway, integrated with MOE subjects. The academic year runs from August to June. Admissions during the academic year are possible if places are available, subject to SPEA guidelines and assessment criteria.

BIPS maintains a non-discriminatory admission policy. We welcome applications from students of all nationalities, ethnicities, and religions. Students with Special Educational Needs and Disabilities (SEND) are admitted provided the school can adequately cater to their needs.

The admission process for the following academic year (starting August/September) begins in January.

Eligibility

Admission is based on age-appropriate criteria and assessments, as outlined below:

Year / Grade	Minimum Age	From	Till	Age range
Pre School / Pre KG	3	01/09/2021	31/08/2022	3-4 Years
Reception / KG1	4	01/09/2020	31/08/2021	4-5 Years
Year 1 / KG2	5	01/09/2019	31/08/2020	5-6 Years
Year 2 / Grade1	6	01/09/2018	31/08/2019	6-8 Years

From Y3 to Y13 (Continuous letter + term 1 report card is required to confirm the class)

Assessment Criteria

EYFS (Pre-School to KG2): Play-based assessments focus on personal, social, emotional, communication, and physical development.

Year 1-2: Review of the most recent school report (if applicable), along with English, Math's, and Arabic assessments (for Arabic-speaking students or those who studied Arabic previously).

Year 3-10: Review of the most recent school report, Arabic proficiency test (if applicable), and **CAT4** assessment.

Year 11-13: Admission is based on CAIE results (or equivalent) and subject-specific interviews.

Admission is based on iGCSE results. Students must have studied the relevant subjects at iGCSE. The candidates are accepted upon the Certificate of completion of previous year and does not exceed the highest age limit permitted. The student must have the relevant subject area selected for As/A level in the iGCSE [Subject Offered](#)

We work in accordance with SPEA age enrolment guidelines and aim to place children in the appropriate year group. Students transferring from schools with different curricula are advised to contact the **Senior Secretary** for guidance during online registration.

Language of Instruction

English is the primary language of instruction and daily operations at BIPS. While we provide limited English language support for non-native speakers, intensive support is not available for students more than two grade levels behind in English proficiency. Parents are encouraged to supplement their child's English learning at their own expense.

Inclusive Education

BIPS adopts an inclusive approach to education. Parents are required to disclose all relevant information about their child's educational needs, including any diagnoses or reports. Failure to provide this information may impact the child's progress. Parents are expected to collaborate closely with the school if educational needs are identified during or after the admission process.

Admission Priorities

Admission is subject to seat availability in the appropriate year group. The school ensures a balanced mix of gender, academic abilities, and nationalities.

Admission Steps

Step 1: Submit an enquiry via the BIPS Online Registration Form.

<https://bit.ly/bips-enroll>

Step 2: Receive a temporary reservation number and an acknowledgment email with next steps.

Step 3: Attend an assessment/interview (CAT4, written tests, or report card evaluation) as coordinated by the School Registrar.

Step 4: Receive a confirmation letter if the application is successful. Pay the non-refundable admission fee of AED 500 within 5 working days to secure the seat.

Step 5: Submit required documents and post-dated cheques (PDCs) within 10 days. Admission is finalized after SPEA approval.

Required Documents

1. 6 recent passport-sized photographs.
2. Copy of the student's passport with a valid residence visa.
3. Copy of Family book (for UAE nationals only).
4. Original Emirates ID + copy.
5. Copy of the birth certificate.
6. Vaccination card + medical file from the previous school.
7. Copy of the father's passport with a valid residence visa + Emirates ID.
8. Original continuous studying letter from the previous school.
9. Original pass certificate for the last grade level (Year 1 and above).
10. Original transfer certificate.
11. Code of Conduct Certificate (Year 4 and above).

For students transferring from outside the UAE, all documents must be attested by the Ministry of Education, Ministry of Foreign Affairs, and UAE Embassy.

All documents must be submitted within 20 days of admission.

School Transportation

The school has outsourced the service of transportation to students. The transport company provides transportation to different locations of Dubai, Sharjah and Ajman.

Location	Sharjah	Ajman	Dubai (Silicon Oasis & Mirdif)
Fees	3,250	3,750	4,500

Students being transported are under the authority of the bus driver/bus attendant. In addition, the school administration continues to have authority over consequences for misbehavior while on the school bus. Students shall consider the school bus an extension of the classroom and shall observe established and appropriate standards of classroom behavior and dress while riding a bus.

Please find the attached [Transport Policy](#)

Payment Policy

Registration Fee: AED 500 (non-refundable).

Tuition Fees: Payable via 3 post-dated cheques (5th August, 5th December, 5th March).

Late Payment/Bounced Cheque Fee: AED 100.

Refund Policy

Books and uniform fees are non-refundable.

Tuition and transport fee refunds follow SPEA guidelines: ([Fee Refund Policy](#))

2 weeks or less: One month's fee payable.

2 weeks to 1 month: Two months' fee payable.

More than 1 month: Full semester fee payable.

Discounts

Sibling Discount: 5% on tuition fees.

Single Payment Discount: 5% on tuition fees.

Terms & Conditions of Leaving

One term's notice is required for students leaving BIPS.

Unpaid fees must be settled before the issuance of transfer certificates or final reports.

Date Reviewed: 09th February 2025

Next Review Date: January 2026.