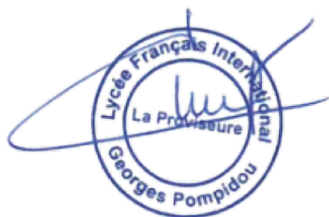


ADMISSION POLICY 2026/2027

LYCÉE FRANÇAIS INTERNATIONAL GEORGES POMPIDOU – OUD METHA

Prepared by:	Head of admission	Date : 01/07/2026
Approved by:	Mme La Provisure	Date : 03/07/2026
Next review due by:	04/01/2027	
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Date and Signature



Signature of La Provisure, Head of Admission, Lycée Français International Georges Pompidou.

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1. Introduction

The Lycée Français International Georges Pompidou operates across two campuses:

- Oud Metha Preschool (from Petite Section to Grande Section – Pre KG to KG 2)
- Elementary School, Middle School, and High School (from CP to Terminale – Grade 1 to Grade 12) – located in Academic City, with separate entrances for the elementary and secondary levels.

Each year, the entire administrative and teaching team is delighted to welcome new students from Petite Section through to Terminale.

The Lycée Français International Georges Pompidou is a partner school of the Agency for French Education Abroad (AEFE), based on the French educational model with an international focus.

The school is open to French nationals, Emirati students, and students of all other nationalities.

1.1 Admission policy

The Admission Policy is designed to inform families of the registration procedures and criteria at Lycée Français International Georges Pompidou (LFIGP), while ensuring transparency and equity in the handling of all application files.

All applications are thoroughly examined, and a placement assessment may be requested.

1.2 KHDA : Regulatory Authority for Private Schools

The Knowledge and Human Development Authority (KHDA) is the regulatory authority overseeing education within Dubai's private schools. It ensures compliance with laws and regulations, particularly concerning safety and tuition fee management.

Accordingly, parents of each newly enrolled student receive a Parent School Contract (PSC), a contract between the school and the parents that defines the roles, responsibilities, and expectations of each party.

By enrolling their children at LFIGP, families commit to accepting all policies governing school life. Therefore, signing the Parent School Contract upon receipt is mandatory and must be completed before the student's official start date or immediately upon notification.

Non-compliance with the KHDA-required deadline for signing the contract may lead to LFIGP withholding admission of the student.

Note: The parental admission guide is available on the KHDA website: <https://www.khda.gov.ae/>.

2. Registration Procedure

Applications are open for the 2026-2027 academic year.

However, admission may be granted at any time during the school year, subject to availability.

2.1 Admission Prerequisites

In accordance with the new directives issued by the UAE Ministry of Education and the KHDA, effective from the 2026–2027 academic year, the age requirements for admission are now determined based on the student's year of birth, using 31 December of the relevant academic year as the reference date. As a result, placement in the different grade levels is established according to the child's year of birth, in compliance with the applicable regulations.

Accordingly, children born in 2023 will be eligible to enrol in Petite Section (Pre-KG) for the 2026–2027 academic year.

	Classe	Year of Birth	Grade
MATERNELLE Preschool	PS	2023	Pr KG
	MS	2022	KG1
	GS	2021	KG2

- The child must be fully toilet-trained prior to starting school.
- If the child has previously been enrolled in another school, the official withdrawal certificate (EXEAT) from the former institution must be uploaded to the student's EDUKA file prior to the first day of school.
- A placement test and/or an interview with the academic team may be required. This test carries a fee of 300 AED; the invoice will be issued by the Finance Department and must be settled prior to the scheduled test date.

Final decisions regarding application acceptance are made by the Principal. LFIGP reserves the right to decline any admission request.

2.2 Enrollment Procedures

All enrollments must be completed exclusively through the Eduka online platform:
<https://lgp.eduka.school/>

Enrollment Process :

1. Creation of the student's application file
2. Acknowledgement of receipt of the file
3. Review of the fully completed file by the Admissions Department, in consultation with the academic team, followed by notification of the decision
4. If the application is accepted: issuance of an invoice by the Finance Department
5. Payment of tuition fees (10% of the annual tuition + AED 500 admission fee) within the specified deadline
6. Final admission (a confirmation email will be sent)

A form available on the Eduka platform must be completed. Its purpose is, on one hand, to inform the academic team about your child's habits, and on the other hand, to understand your motivations for choosing to enroll at LFIGP.

Applications are processed in the order of receipt (date and time) and evaluated according to the following criteria:

1. Students of Emirati nationality
2. Children of staff members working at LFIGP
3. Siblings already enrolled at the school
4. Students previously enrolled in a French institution or AEFE network
5. Students coming from any other curriculum

2.3 Language program

The Lycée Français International Georges Pompidou (LFIGP) offers a variety of language pathways tailored to each grade level.

Petite Section (PS) – PR KG

All students in Petite Section are enrolled in the French International Reinforced Section (SIFR). This program provides access to the official French National Education curriculum, while offering three hours of English and one-third of the Arabic language instruction time instruction per week.

Moyenne et Grande Section (MS – GS) – KG1 – KG2

At the time of enrollment in Moyenne Section (MS) and Grande Section (GS), parents are required to choose their child's language pathway. Two options are available

- French International Reinforced Section
- English Internationale Reinforced Section

Admission to the English International Reinforced Section is subject to prioritization based on the following criteria:

- Students already enrolled in the LFIGP's English International Reinforced Section in Moyenne Section (MS), when applying for Grande Section (GS)
- Students enrolled in International Sections within the AEFE network
- Students with strong oral comprehension and speaking skills in French
- Students demonstrating a high capacity for adaptability, as they will be guided by two lead teachers and supported by two classroom assistants

Muslim students will attend two 45-minute Islamic Education classes per week.

NB : Enrollment in the English International Reinforced Section is subject to additional annual fees, as outlined in the KHDA's "School Fact Sheet."

2.4 Waiting list

The Lycée Français International Georges Pompidou (LFIGP) maintains a waiting list when the number of applications exceeds the available capacity. This list is intended to ensure equitable opportunity for all applicants. However, placement on the waiting list does not constitute a guarantee of admission.

Parents of applicants placed on the waiting list will be promptly informed when a vacancy arises.

This procedure enables efficient management of enrollments and facilitates a smooth integration process for incoming students.

NB : The Admissions Office reserves the right to request updated documentation (such as report cards, employment verification, and other relevant documents) as deemed necessary.

2.5 Inclusion Policy – Admission of Students with Special Educational Needs

Admission of Students with Special Educational Needs (EBEP, SEND)

***EBEP** : Élève à Besoins Éducatifs Particuliers

***SEND** : Special Educational Need and Disability

Our preschool admits all children.

In cases where the child to be enrolled has identified special educational needs, parents are required to submit, at the time of application, relevant assessments, medical reports, or any other documentation substantiating the child's condition.

The Inclusion Department will be consulted to coordinate a meeting with the family and the educational team. This meeting aims to evaluate the child's needs and to implement an appropriate support arrangement.

The provision of a Special Needs Assistant (AESH) may be a prerequisite for admission. The recruitment and associated costs of such support personnel are the responsibility of

the family. The Inclusion Department may assist families in this process; however, the school retains the right to approve the selected candidate.

3. Payment and Required Documents

3.1 Financial Terms and Conditions

Upon issuance of an offer of admission, an invoice will be sent corresponding to AED 500 for administrative fees and 10% of the annual tuition fees. These fees are strictly non-refundable.

For admissions occurring during the academic year, tuition fees will be prorated based on the the month of enrollment.

Payment of the invoice is due within seven (7) calendar days from the date of issuance. Receipt of payment within the stipulated timeframe constitutes definitive confirmation of the student's enrollment at the institution.

Failure to remit payment within this period will result in automatic cancellation of the application, and the place will be reallocated to another candidate on the waiting list.

3.2 Documents

The following documents must be submitted as part of the pre-registration application. All documents must be legible, of good quality, and clearly named. Identification documents must be valid at the time of submission.

Only complete applications will be processed.

NB: A valid residence visa for both the student and their parents is mandatory for enrollment in the UAE. case of an international relocation, the school may accept a transfer certificate temporarily, pending regularization of the visa status.

UAE RESIDENT

STUDENT	PARENTS
➤ Recent ID photo ➤ Copy of valid passport ➤ Valid Emirates ID (front and back) ➤ Birth certificate and family record book copy (must include the names of both parents) ➤ Questionnaire for admissions to MS – KG 1 and GS KG 2 ➤ Potty-trained commitment letter for PS – PR KG ➤ Copy of updated vaccination record (all pages required) ➤ Recent school attendance certificate from the current institution (dated within the last month, required from MS – KG 1). ➤ Copies of report cards or school record book for the past two academic years and the current year. *with the exception of children enrolling in Petite Section PR KG ➤ Commitment Letter for the Learning of Arabic and Religious Education ➤ Leaving Certificate (KHDA, SPEA, ADEK) – required for students transferring from a school within the United Arab Emirates for entry into Middle Section (MS) and Grande Section (GS). It will be issued on the last day of attendance and may be submitted at a later stage in the case of early pre-registration.	➤ Recent ID photo for each parent ➤ Copy of valid passport ➤ Valid Emirates ID (front and back) ➤ In the case of divorce, a copy of the court ruling is mandatory, along with a certified letter of parental custody authorization issued by a competent authority (City Hall, Consulate, Notary). ➤ Schooling Authorization Form, signed by both parents, required to validate the enrollment application.

NON UAE RESIDENTS

STUDENTS	PARENTS
➤ Recent ID photo ➤ Copy of valid passport ➤ Valid Emirates ID (front and back) ➤ Birth certificate or family record book copy (must include the names of both parents) ➤ Questionnaire for admissions to MS – KG 1 and GS KG 2 ➤ Potty-trained commitment letter for PS – PR KG ➤ Copy of updated vaccination record (all pages required) ➤ Recent school attendance certificate from the current institution (dated within the last month, required from MS – KG 1). ➤ Copies of report cards or school record book for the past two academic years and the current year. *with the exception of children enrolling in Petite Section PR KG ➤ Commitment Letter for the Learning of Arabic and Religious Education ➤ LEAVING CERTIFICATE (EXEAT) for admissions into MS and GS. This certificate will be issued on the student's last day of attendance and may be submitted at a later date in the case of early pre-enrollment.	➤ Recent ID photo for each parent. ➤ Copy of valid passport ➤ Proof of employment in the United Arab Emirates (e.g., relocation letter, employment contract, letter of commitment, proof of business establishment, etc.) ➤ In the case of divorce, a copy of the court ruling is mandatory, along with a certified letter of parental custody authorization issued by a competent authority (City Hall, Consulate, Notary). ➤ Schooling Authorization Form, signed by both parents, required to validate the enrollment application. IMPORTANT: The Emirates IDs of the student and both parents are mandatory and must be submitted no later than 4 weeks after the student's first day of school.