

Student Admissions and Induction Policy

Version:	1
Effective Date:	7 th September 2021
Scheduled Review Date:	31 st July 2022
Supersedes:	NA
Approved By:	Senior Leadership Team
Owned By:	Vice Principal
Reviewed By:	Senior Leadership Team

Our Vision:

A British curriculum school, rooted in the values of the UAE, creating the leaders of tomorrow. A premium community school, empowering learners to achieve excellence and make a difference.

Our Mission:

Nurturing by including all learners, prioritising their safety and happiness and promoting their character development rooted in the national values of the UAE. Empowering by providing an exciting, enriching and ambitious learning experience where students excel by fulfilling and exceeding their academic potential.

1. Introduction

- 1.1. We ensure that the academic, social and personal growth of our students is our priority. In order to serve students' individual needs and to support his or her transition to school, it is important that we have complete information regarding previous academic experience and pastoral welfare.
- 1.2. The GNS Curriculum is based on The Early Years Foundation Stage, The National Curriculum for England, MoE Curriculum, International accredited UK based Qualification Pathways (IGCSE/GCSE), The General Certificate of Education Advanced Level (A Levels).
- 1.3. The academic year runs from September to July; students can join GNS during the school year (subject to KHDA guidelines).
- 1.4. This policy outlines, the student admissions and induction procedure in line with the GEMS Admission and Registration Policy.
- 1.5. Inclusion: All members of GNS staff are committed to ensuring that every child is able to access learning and the curriculum equally, at a level that meets their individual needs.

2. Responsibilities

- 2.1. GEMS management are responsible for ensuring a clear admissions policy is in place in all GEMS schools.
- 2.2. The Principal is responsible for ensuring the admissions policy and procedures are implemented and monitored in school and that every member of the staff is aware of the contents of the policy.
- 2.3. Designated staff are responsible for implementing the admissions policy on a day to day basis, and for ensuring that the correct procedure is followed.

3. Admission Process

3.1. The Inquiry Phase

- Website
- GEMS online Student Inquiry Form
- Brochure and application folders with complete information
- Registration forms requesting additional documentation will be sent out to families once completed application has been received.

3.2. School Tours for Prospective Families

- Appointments will be scheduled online or through the school reception
- Interested parents are encouraged to visit and tour the school
- Prospective families will be welcomed/ treated as members of the school

community

3.3. The focus of the tour will include:

- Introduction to the school (mission, vision, unique qualities)
- Tour of campus (focus on how we utilize our resources for education)
- Application procedures (to be fully completed during visit if interest exists)
- Questions specific to the family or student

3.4. Phone, Fax, Mail, Web, and Email Enquiries

- Brochures and application materials will be sent to prospective families from the Admissions Office by email, fax, or post.
- The Admissions Office will acknowledge, all email inquiries regarding admissions by reply within 24hrs of receipt, with full follow-up within 48 hours.
- Application Fee of AED 525/- (this fee is inclusive of VAT)
- Valid for 2 years and refundable if the school does not offer the student a place, unless, the child's registration is carried forward to the following academic year.
- Non-refundable if the school offers the student a place but the student chooses not to take it.
- Not deductible from the total tuition fees to be paid if the student is offered and accepts a place.

4. Registration Deposit

4.1. This deposit is payable after the student has been offered a place and parents have accepted the offer.

4.2. The registration deposit is 10% of the total tuition fees of an academic year. Please note, this is a non-refundable and non-transferrable deposit.

5. Submission of Previous School Records

5.1. Families are responsible for submitting official documents (i.e. transcripts, report cards and individual education plan) pertaining to the applicant's previous two years of school experience (as applicable).

5.2. The Admissions Team is empowered to delay or halt the admission process if such documentation is not provided within a four-week time frame.

5.3. The documents are to be uploaded online during the online enquiry stage.

5.4. The documents required are:

- *Last 2 years school report card.
- *For students in Year 3 and above CAT 4 results
- Passport of student & parents.
- Valid visa of student & parents
- *Emirates ID of student & Parents (front & back)
- Original Emirates ID of student & Parents (required during enrolment stage).
- Student's Birth certificate.
- Vaccination Card.
- Transfer certificate (required during enrolment stage/before the student's first day of school)

5.5. Fee clearance letter from the previous school must be submitted before the first day of school.

Incomplete applications will not be processed.

5.6. Admission is at the discretion of the school and any final decision is held with the Senior Leadership Team.

5.7. The above supporting documents marked with asterisks (*) are the minimum mandatory requirement to process your application.

5.8. Mandatory documents are required to be uploaded online at the time of registration and the rest can be either uploaded or hard copies can be submitted to the Admission office at the time of enrolment.

6. Non-Acceptance for Enrollment

6.1. The school reserves the right to limit student enrollment and/or withdraw student participation at any time.

6.2. Non-acceptance of students may occur during the inquiry phase or assessment and registration phase, prior to the enrollment phase.

6.3. For applicants who have gone through the admission process and are unsuccessful, the registration fee still remains non-refundable.

6.4. Student candidacy or membership can be withdrawn any time before/ after enrollment is complete.

6.5. We recognise the importance of early identification of students with potential additional support needs in order to identify whether suitable, individualised intervention can be supplied within an inclusive mainstream school such as GEMS Al Barsha National School.

6.6. Students are not refused admission based only on their experience of a special education need or disability (SEND) and we give sibling priority for admission to students who experience SEND.

6.7. Staff follow KHDA guidance and procedures for scenarios where, very rarely, it may not be in the best interests of the child to be placed in at GEMS Al Barsha National School.

6.8. This information will be shared with the KHDA, following expected procedures.

6.9. We also do not require a formal diagnosis of need however a declaration of Special Needs, reports from therapists and previous schools support plan are important to ensure appropriate support and resources are given and considered on admissions.

6.10. If Special Needs is not declared at admissions the correct support will not be put in and the parent contract terms will be followed.

7. Admissions Screening

- 7.1. The school may undertake an induction to determine the right placement of an applicant.
- 7.2. The school determines the educational enrolment criteria, and is in line with any government, ministry, or oversight entity of the country they are licensed in. This includes age requirements, school complete documents, academic standards, and being able to rightfully remain in the country.
- 7.3. Student induction standards and process are determined by the admission committee, and are necessary to complete the registration process for the school.
- 7.4. After completing the steps, a student may be offered a seat, placed on the waitlist, or denied a place in the school.
- 7.5. Student acceptance is based on space availability and the following minimum criteria:
 - Age appropriate for the requested year group
 - Successful completion of the previous school year
 - Admission/placement assessment results (when required)
- 7.6. Previous school records (transcript, transfer certificate, recommendation letters, therapist letters, doctors' letters and standardised assessment results as applicable)

8. Student Admissions and Induction Procedure

- 8.1. Via Tour / Tour with PRE- Using SLT Rota for any phase specific enquires.
- 8.2. Direct Parent to Admissions if required.
- 8.3. **Student Admissions via telephone enquiry / Face to Face**
- 8.4. Admission Team as per GEMS admissions and Registration Policy collect all required information regarding student enrollment.
- 8.5. On enrollment student can begin after 48 hours.
- 8.6. Following enrollment, a Student Induction is arranged with the Education team.

9. Students of Determination

- 9.1. Admissions share any relevant reports with the school SENCO prior to the student induction.
- 9.2. The school SENCO, with the relevant translation support, sets parents expectations by explaining in details the process and LSA contract and internal follow up after completing their admission.
- 9.3. The school SENCO provides parents with the school SEN Induction sheet (Appendix 2).
- 9.4. The school SENCO or relevant member of the Inclusion Team provides feedback to the admissions and Education within 48 hours from the Induction Day to be able to inform the family of the status of the application and next steps.
- 9.5. The school SENCO sends LSA contracts to parents and, once signed, provides a copy to admissions to be kept in the student's file.

10. Documents required by Admission Team

- 10.1. The admissions team require:
 - School Report
 - Cat 4 (if relevant)
 - Medical reports
 - Official Documents
 - Consent Documents
 - Fee Payment

11. Education Team Requirements

- 11.1. The Education team require to meet with the student and parent prior to joining date.
- 11.2. The Education team are scheduled daily according to their departments to support in the student induction.
- 11.3. The Education Team require completed Student Induction Form for their department. (Appendix 3)

12. Student Preparation

- 12.1. Immediately following Student Induction, all required documents and resources must be confirmed prior to the student starting.
- 12.2. STS Prepare the Student ID
- 12.3. The PRE-provides Parent Handbook
- 12.4. The Education Team prepares:
 - Class Allocation
 - Teacher notification
 - Book Labeling
 - Online learning requirements
 - Photo Consent follow up

13. Year Placement

- 13.1. The school reserves the right to place a student at the year level that best serves the educational needs of the child, regardless of the previous year completed or age of the child.
- 13.2. If the school feels that the year demotion is in the best interest of the child, parents will be asked to sign a Demotion Form (Appendix 4) to confirm support of the decision.

13. Class Placement

- 13.1. The goal of the class placements is to create homogenous sections within each year level. Each of the sections will be as balanced and diverse as possible considering the following student characteristics.

- English language fluency
- Educational needs
- Ability level
- Cultural background
- Mother tongue language
- Additional Needs
- Gender
- Other

13.2 At no point will GNS accept requests for specific class placement or allow for classes to be swapped during the year.

14. Student Arrival

- 14.1. First day of school, all students arrive at 8:15am.
- 14.2. The PRE-ensures parent will be guided with handbook, timings, pick up and collection in formation, Parent lanyard process, vaccine card if required. (Photo consent, if still not available)
- 14.3. The Education and Inclusion Team to meet and greet families and takes them to their allocated class or form room.
 - FS- Sarah Leonard/ Hiba Qassim
 - Primary- Sarah Leonard/Matthew Barron
 - Secondary- Terri Hadfield/Vince Maiella
 - Inclusion- Carna Brooks /Mostafa Chehab

15. Application Rollovers

- 15.1. A parent will need to respond to the registrar, their intent to remain on the waitlist for the next year.
- 15.2. After two years on a waitlist, a parent can only remain on the waitlist by reapplying and resubmitting the required documents. If they wish to not remain on the waiting list, the application fee can be refunded.

16. Notification of Acceptance

- 16.1. Families will be notified (telephone or email) in cases of acceptance or non-acceptance within 72 hours of taking a placement assessment, provided that complete applications and all required documentation has been submitted.
- 16.2. If sibling considerations exist and a suitable place is available, calls or emails will be coordinated across the school.
- 16.3. Siblings must go through the full application process, including undertaking an assessment.
- 16.4. All acceptances falling out of school session will be considered conditional pending a placement assessment. Final approval will follow a screening evaluation.

17. Enrollment Disclaimer

- 17.1. The school makes every effort to enroll qualified students who have fully completed the application process and who have met the academic acceptance requirements.
- 17.2. The senior leadership team reserves the right to limit enrollment as well as to exclude students at any time and without notice.
- 17.3. The governance team also reserves the right to supersede the enrollment policies and may do so, as it sees fit and/or deems necessary.

18. Enrollment and waiting list priority

- 18.1. Students who meet admission requirements and may be enrolled on the following priority:

- Emirati National Students
- Staff children whom are working at the school and priority students.
- Students who have siblings attending the same school.
- Students from other GEMS schools in Dubai
- Students from other GEMS schools globally.
- Waiting list according to school criteria.

19. KHDA Requirements

- 19.1. All students must be registered with the KHDA and parents must sign the Parent School contract (Appendix 5) within one month of the start of the academic year.
- 19.2. Failure to do so may result in suspension from school. This process must be completed annually.

20. Re-enrolment

- 20.1. Parents wishing to secure a place for the following academic year must pay the re-enrolment fee by the date communicated by the admissions team.
- 20.2. Failure to do so may result in the seat being offered to new registrations.

21. Tuition Fees

- 21.1. Tuition fees are due at the time the acceptance letter is signed and returned by parents. Invoices will be sent out immediately and first term fees must be paid prior to the start of classes.
- 21.2. Students may not be permitted to start school unless the first semester tuition fees are paid, with postdated check(s) included for the second semester, unless they have arranged another payment plan with the Finance Office. Fees are payable in advance at the beginning of each term, i.e. in September, January, April, or by the 5th of each month for monthly payments.
- 21.3. If a student joins in the middle of a term or semester, the tuition fee applicable will be based on the number of full weeks (commencing from the week of joining) unexpired in the term.

22. Tuition Refund

- 22.1. Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School Principal or Registrar thirty (30) in advance.
- 22.2. The school's tuition refund policies follow the Ministry of Education regulations outlined below for term paying students:

23. Student withdrawal prior to the start of the academic year

- 23.1. A student withdrawal initiated by the parent/guardian, the balance of the first term/semester fee paid will be refunded **except** the Registration Fee.
- 23.2. A student withdrawal initiated by the school, the balance of the first semester fee paid is refunded **except** the Registration Fee.

24. Student withdrawal during the school term/semester

- 24.1. Fees will be charged **for one full month** if a student attends school for two weeks or less.
- 24.2. Fees will be charged **for two full months** if a student attends school for more than two weeks and less than one month.
- 24.3. Fees will be charged for the **entire school term/semester** if a student attends school for more than one month.
- 24.4. The Accounts Officer shall be authorized to refund the fees on the basis of School Support Centre approval as above and on production of the original receipt.

25. Withdrawal Disclaimer

- 25.1. The school reserves the right to withdraw student candidacy or membership any time before or after enrollment has been completed, especially when student behavior is deemed out of sympathy with the school community standards or when tuition fees have been in arrears for more than a month without a payment agreement in place.

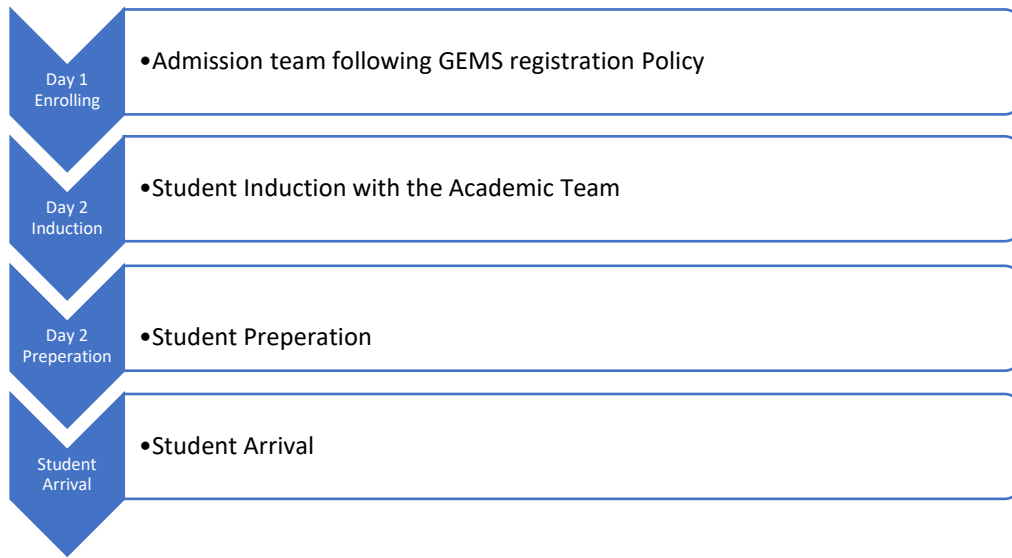
26. Transfer Certificate Guidelines

- 26.1. In order for us to comply with KHDA regulations, and for us to register your child with the KHDA, it is imperative that we receive a Transfer Certificate from your child's previous school when joining in September.
- 26.2. Students joining school in Dubai for the first time do not require a Transfer Certificate, however the parents will need to bring original Emirates ID for a child and for one of the parents.
- 26.3. It is mandatory for students joining FS1 to Year 13 to bring Transfer certificate if they attended any other school within or outside Dubai. Students joining FS1 and FS2 after mid-November will require a Transfer Certificate.
- 26.4. Transfer Certificate has to be provided as soon as the email from KHDA is received.
 - This Transfer Certificate must be on official school letterhead.
 - The form needs to be completed on pupil's last day of attendance.
 - This form must be signed by the Authorised personnel and show an official school stamp.
 - The original certificate must be presented on the first day of school.
- 26.5. Students coming from countries other than USA, Australia, Canada, Western Europe, Japan and New Zealand, should have the original Transfer Certificate (TC) attested by:
 - Educational Authorities (from country of TC origin)

- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

21.3. Students coming from GCC countries (Saudi Arabia, Kuwait, Bahrain, Qatar, Oman & UAE must have their original certificate.

Appendix 1: Student Admissions and Induction Procedure chart.



Appendix 2: Inclusion Induction Form

Appendix 3: Student Induction Form

Appendix 4: School Demotion Form

Appendix 5: KHDA Parent School Contract

Appendix 2 Student Induction Forms

Appendix 3: SEN Induction sheet

Appendix 4: KHDA Parent School Contract

Appendix 5: Transfer Certificate

