

# GLS ADMISSION POLICY

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# 2024

APPROVED BY:



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NEXT REVIEW DUE BY: 01/04/2025

## OBJECTIVES OF THIS POLICY

- To reflect the school's commitment to providing an inclusive education for pupils in the local community, irrespective of their ability. Educational inclusion is about equal opportunities for all learners, whatever their age, impairment, attainment or background.
- To provide clear and transparent information to support parents in applying for a place at The GEMS Legacy School.
- To ensure that the school's admissions procedures are accountable and in line with current legislation.

## RESPONSIBILITIES

- The Registrar is responsible for managing enquiries and administration of admissions up to the point of school entry.
- The Admissions secretary will assist the Registrar with documentation and other processes related to admission.
- The Senior Leadership Team members along with the Admission Team are responsible for interviewing parents and prospective pupils.
- The School Counsellor and Special Educator may be consulted during the admission process for advice regarding a student with physical disabilities and/or learning challenges.
- Chief Digital and Innovations Officer to monitor and update online admission portal.

## CRITERIA

- Availability of seats in the appropriate age group.
- Previous academic records.
- Age Guideline - As per the KHDA regulation, a student applying for Kindergarten 1 admission must be 4 years as of 31st March, Kindergarten 2 must be 5 years as of 31st March and for Grade 1 must be 6 years as of 31st March of the academic year in which they are admitted.
- Children who have a sibling attending the school get a preference at their time of entry

## ADMISSION TIMELINE

Admission for the academic year commences in October of the previous year. Entrance tests and interviews are conducted in November and offer letters are given within a week of the interview. Admissions must be confirmed by the parent within a week of receiving the offer letter failing which, the offer may be withdrawn.

A week before the start of the academic year, there is a detailed orientation for new students and their parents for which attendance is compulsory.

## ADMISSION PROCEDURE

Tours of the school campus are conducted upon parent request at the time of admission.

The first step is to fill the Student Online Enquiry Form available on [www.gemslegacyschool-dubai.com](http://www.gemslegacyschool-dubai.com). Once the online registration is completed, parents are informed to visit the school and pay a non-refundable application fee of AED 525/- including VAT and Registration Deposit (%10 of Annual Tuition Fee) upon confirmation.

## DOCUMENTS TO BE UPLOADED AS PART OF ENROLMENT PROCESS

- Passport copies of the student and sponsor along with valid UAE residence visa
- Emirates ID copies of both student and sponsor
- Two years' school reports including any learning support documents pertaining to your child's educational needs. (for Early Years, please submit nursery reports if available)
- Attested Transfer Certificate, Grade 2 onwards (only needed at the time of enrolment)
- Updated immunization records along with medical declaration and parent consent form (Available on the website)
- Two recent Passport size photos with white background

On the scheduled appointment date parent needs to get the original emirates ID of the applicant and parents.

## FOR KINDERGARTEN STUDENTS

Kindergarten Students accompanied by their parents appear for an informal meeting.

## THE DETERMINED ONES

In accordance with the Executive council resolution No (2) of 2017 regulating private schools in the Emirate of Dubai Article (14)4 we have established the conditions, rules and standards that are required to facilitate the enrollment and integration of students with special needs in our school. We treat our students equitably and do not discriminate against them on grounds of nationality, race, religion, social class or special educational needs.

We welcome and embrace all students irrespective of their needs and abilities. The admission process involves a quick screening of the student to determine the child's development and proficiency as per the respective age and grade. In case the Admission Officer notices any delay or difficulty, the Head of Inclusion (HOI) is contacted for further observation. The HOI conducts a detailed observation of the child on all areas of growth and development and discusses the same with the parent. The parents are encouraged to take certain measures to support the child in developing the required skills to help him or her adapt positively and successfully to the learning environment. In case the child is already diagnosed with any special need, he or she further gets registered under the school's SEND provisions. We at GLS, believe that every child is unique and aim to provide equitable access to all students to our broad and balanced curriculum and all aspects of school life. We provide a conducive and positive learning environment where all children feel safe, valued and flourish to be the best that they can be.

## NOTES

- Siblings of the Determined Ones will be given preference. Siblings include half brothers and sisters and stepbrothers and sisters who share the same home. It also includes adopted and foster brothers and sisters who share the same home.
- Where the school becomes oversubscribed within a single criterion, places will be offered to children who are the determined ones. If oversubscription still exists, lots will be drawn. The process will be overseen by a person independent of the process.
- The home address is the address where the child resides.

Where a child spends time with both parents in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Monday to Friday) are spent and treat that as the home address.

- Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will go over our published admission number to support the family when possible to do so.

## OPERATION OF WAITING LISTS

- Where in any year, the school receives more applications for places than there are places available, a waiting list will operate.
- This waiting list will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
- Parents may keep their child's name on the waiting list for as long as they wish. However, their position on the list may alter depending on additional applicants.

## CONFIRMATION OF PLACEMENT

Upon acceptance of a place at The GEMS Legacy School, students seeking admission to the

School from Grades 2 upwards will have to submit the Original Transfer Certificate/School Leaving Certificate of the school last attended, IN ENGLISH ONLY, duly attested as per guidelines given below:

- From a school within Dubai, the transfer certificate from KHDA.
- From a school in Emirates other than Dubai, attestation from the local Educational Zone of that Emirate to which the School belongs.

For students coming from other GCC countries, the Transfer Certificate should be attested by:

- Ministry of Education

For students coming from countries other than GCC countries the Transfer Certificate should be attested by:

- The Education Officer of the Zone/District/Area from where the TC has been obtained
- From a school in Emirates other than Dubai, attestation from the local Educational Zone of that Emirate to which the School belongs.

Please note Students seeking admission after 15th June of the current academic year for Kindergarten are also required to submit the attested Transfer Certificates as mentioned above for the class in which the child is currently studying.

## WITHDRAWAL PROCEDURE

- One month written notice of intention of withdrawal (email or letter) is to be submitted to the Principal.
- All the internal (Within Dubai) transfers are processed after each term of the academic year.
- The completed withdrawal form has to be submitted through the online portal.
- A withdrawal fee of AED 126/- (including VAT) has to be submitted to the school office for all the within zone/outside zone/overseas transfers.
- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the school Fees Framework:
  - If the student attends school for two weeks or less, one month's fee will be deducted.
  - If the student attends school for 1 month, two month's fees will be deducted.
  - If the student attends for more than a month, three month's fees will be deducted.

## STRIKE OFF

A pupil's name will be struck off the School Rolls on the following grounds after the approval of the Ministry of Education.

- Absence from school for a period of 30 continuous days, without prior permission of the school authorities and non-payment of fees
- Repeated failure in any grade level.
- Gross misconduct

Students whose names are struck off the roll may be considered for re-admission to the school at the Principal's discretion; however, they may be required to undergo the formalities of the admissions process.

