



أكاديمية جيمس العالمية
GEMS World Academy
ABU DHABI

Admission Policy 2023 – 2024



PERFORM BETTER



GEMS World Academy - Abu Dhabi Mission and Vision:

Mission: Reimagining learning by discovering and nurturing individual potential enabling the cultivation of responsible global citizens who drive positive change in an ever-evolving world.

Vision: Through collaboration, community and global engagement we unite curious minds and unlock the unique potential of each child.

Purpose

Choosing the right school is one of most critical decisions a parent makes. The admissions team at GEMS World Academy - Abu Dhabi is committed to ensuring that applicants and their parents are well advised and counseled so that they can make a confident and informed choice. As a school community, we follow an open and inclusive admissions policy, welcoming students with diverse backgrounds and a range of talents and abilities in line with our school mission and vision.

All students are eligible for admission to GEMS World Academy – Abu Dhabi if it is believed that the school can meet their particular needs. We do not discriminate on the grounds of nationality, race, gender, religion, social class or special educational needs and seek to accept all qualified students who apply. All applicants for places are required to provide a recent report from the previous school. If there is no school report, there will be an invitation for a “Stay and Play”. In the event of an admissions request for a child with SEND, the Student Support team, alongside members of the school leadership team will hold an admission meeting with parents or in the case of a younger student a ‘stay and play’ session. A conditional offer may be provided on the proviso that all recommendations around assessments and/or therapies are put in place. This offer will be pending in the interim.

Placement in all classes will be made by the members of the school leadership team on the basis of a number of factors including, but not limited to the child's previous educational record, the assessment of the school and meeting the MOE and ADEK requirements regarding age and year group.

GEMS World Academy – Abu Dhabi values working in partnerships with parents and in the interest of providing high quality education appropriate to the need of the child, requires parents to provide all relevant documentation prior to the enrolment to support effective placement of the child.



The Admission Process:

Enquiry

Parents can apply via the school website, or it can be completed manually by a member of the admissions team. Admission policies and procedures have been established to make certain that students are appropriately placed at GEMS World Academy – Abu Dhabi, while maintaining the integrity and consistency of school policies and the application process. Accurate placement will ensure that those students admitted benefit fully from the educational programming offered and that the school is confident that we have the provision in place to ensure a successful learning experience. The Admissions team is committed to working together with families to determine the educational placement that is best for each student. Parents, upon making an enquiry will receive a phone call from our admissions staff within 24 hours.

Registration

Parents can submit an application for their child/ren through the school's website by clicking on "Enroll Now". In order to complete their registration, a parent must supply all required information including names, dates of birth and grade/year of application.

Screening and Assessment

GEMS is a non-selective and fully inclusive network of schools. Students must be placed based on a school report from the child's previous school. This includes age requirements, school complete documents, academic standards and being able to rightfully remain in the country. Screening and assessments to determine the right placement within GEMS World Academy – Abu Dhabi and support personalised learning pathways may be undertaken before the student starts. Screenings and assessments may consist of 1:1 phonics screeners, reading, writing, mathematics, social skills and/or CAT4. An assessment specific to students with SEND and English as an Additional Language Learners may be conducted by the Head of Student Support or a member of the English as an Additional Language Team.

For incoming students of determination, the following measures are used to help assess the level of individual need and to ensure that appropriate provisions can be made for each student:

- Parent/Carers are required to disclose any Special Educational Need that has been previously identified.
- Student's application needs to be accompanied by previous academic reports, previous provision plans, individual Education Plans and any previous medical/psychological assessments that are relevant to the application.
- Foundation Phase students are assessed in a group environment in order to take into account social abilities and school readiness.



Offering a Seat

When there is available space in the requested year, an applicant may be offered a seat within 48 hours of registration. GEMS schools have the right to revoke the offer at any time during the admission process if the conditions of the offer are not met.

GEMS World Academy – Abu Dhabi will make every effort to ensure that the enrolment of Students of Determination is open, fair and in the best interests of the student at all times.

We recognise the importance of identification as early as possible for potential students with SEND in order to identify whether suitable, individualised intervention can be supplied within an inclusive mainstream school.

Class Placement

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
- Mother tongue language
- Additional Needs
- Gender
- Arabi (Native/Non-Native)
- Islamic

Waitlisted Applicants

When there is no seat available in the requested year level, an applicant is placed on the waitlist. At time of communicating to a parent that a child is on a waiting list, the student will be referred to another GEMS school.

All students on a waiting list should be telephoned regularly and kept informed about open seats and the possibility of being placed. Bi-weekly email communication to be sent to all families waiting for a seat.

If GEMS World Academy – Abu Dhabi is unable to offer a place for the application, parents can either claim the refund or keep the student on the waitlist for future enrolment.



Management of Waitlists

Students will only be placed on the waitlist once full documentation is received; payment of the registration fee made and successfully completed the assessment process. Students will remain on the school's waitlist for up to two academic years based on the date of enquiry.

Denied Applicants

Applicants who have not met the entry requirement sent by the school must be offered a re- assessment or referred to another GEMS school. All schools are responsible for doing all that GEMS can to accept and place students.

Application Rollovers

Registrars will communicate to parents the option to remain on the waitlist for the next academic year prior to opening admissions for the prior academic year. A parent will need to respond to the Registrar with their intent to remain on the waitlist for the next year. After two years on a waitlist, a parent can only remain on the waitlist by reapplying and resubmitting the required documents.

Confirmed Enrolment

Once an offer has been accepted by the parent, all pending paperwork and payment of applicable tuition fees must be submitted before the child's date of join. The terms and conditions attached to the offer letter provide the expectations and requirements from the parent and the school. GEMS World Academy – Abu Dhabi will contact the existing school for the completion of an admissions Safeguarding and Background Form.

Required Documents

As part of the enrolment process, applicants must upload the following documents:

- Student Birth Certificate Copy
- Student Passport Copy
- Student Visa Copy
- Student Emirates Card ID Copy (both sides)
- 2 recent Passport size photographs
- Immunisation Certificate Copy
- Most Recent School report/nursery (previous 2 years) copy
- Most recent Individualised Education plan
- Medical Declaration and Mandatory Information Forms
- Sponsor Passport Copy
- Sponsor Visa Copy
- Sponsor Emirates ID Copy

Not all documents are required to secure the applicants place at a GEMS school. The mandatory documents needed by GEMS to enroll are the following:

1. Copy of child's passport (to verify age)
2. Most recent school / nursery report

Re-enrolments

To secure a place for the next academic year, a re-enrolment process is held each year.

Students who are not in compliance with local government regulations or have unpaid school fees, will not be eligible to re-enroll and continue at the school the next academic year or pending documentation.

Transferability

Students are eligible to transfer between GEMS schools, provided a place is available. All transfers will follow the policy as per below:

Transfer Certificates (TC)

Every student is required by UAE Ministry of Education Law to produce a Transfer Certificate from their last school. When a family is retained and transferred to another GEMS school, no assessment is required. The documents and student data must be transferred internally from school to school.

Tuition Fees

Apart from the registration or re-registration deposits, schools cannot ask for any additional payment of guarantee student enrolment and re-enrolment.

Refund of Tuition Fees

In the cases of both existing and new students, the registration and re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to relocation to another country/Emirate or any other unforeseen circumstances.

In the case of refund, the school fees will be calculated as follows:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the school may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the school may retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six week in a term, the school may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the school may retain the full-term fee.
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) days in advance.

Responsibility

This policy has been discussed and agreed by the GEMS World Academy – Abu Dhabi staff and leadership team for implementation.

- GEMS Management are responsible for ensuring a clear Admissions Policy is in place in all GEMS schools
- 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.
- Designated staff are responsible for implementing the Admissions Policy on a day-to-day basis, and for ensuring correct procedure is followed.

Date of Policy Review November 2023: Reviewed by Registrar, Parent Relations Executive, Teachers, SLT

Date of next review: August 2024

