



GEMS Wellington مدرسة جيمس ولينغتون
International School الترنشايفونال

Admissions Policy

Reviewed by	
Date of review	June 2019





Admissions Policy

Success for all as lifelong learners

At GEMS Wellington International School children will experience an enabling, inclusive environment which will inspire them to achieve and succeed. We encourage creative and critical thinking within the context of meaningful real-life learning experiences.

As a fully inclusive international school, enabling a first class educational experience for students aged three to eighteen years, we ensure that all students are supported and challenged to achieve success.

1 Introduction

- 1.1** At GEMS Wellington International School, we follow the National Curriculum for England and Wales and the academic year runs from August to June. Children can be admitted during the academic year if a place becomes available subject to KHDA guidelines. GEMS Wellington International School provides an outstanding education for children aged 3- 18 years.
- 1.2** GEMS Wellington International School (GWIS) prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to GWIS, regardless of nationality, ethnicity or religion. GWIS is a truly inclusive, international school.

2 Eligibility

- 2.1** Admissions to the Foundation Stage are accepted on a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development.
- 2.2** Admissions to Y1-y12 will be subject to a review of the child's most recent school report and may include further additional assessments and/or an interview.



- 2.3 We work in accordance with KHDA age enrolment guidelines and aim to place children in the appropriate year group. **Children who are transferring from schools following different curriculum are advised to contact our Registrar for advice prior to completing their on-line registration.**
- 2.4 English is the language of instruction and daily operation at GWIS. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. GWIS does provide limited English Language support for students for whom English is an additional language, but we do not have intensive support programmes for student falling more than 2 grade levels behind in English language ability. Parents will be encouraged to provide additional support, at their own expenses, for English language learning activities.
- 2.5 GWIS is a fully inclusive school and does accept children with some specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure GWIS can provide appropriate support. **Failure to disclose relevant information at the time of application may result in the withdrawal of a place.**

3 Admission Priorities

- 3.1 Admission will be subject to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure there is a balance of gender, academic abilities and nationalities.
- 3.2 Following successful assessments children will be offered places with the following priorities:
- Emirati students
 - Corporate Debentures
 - Siblings, including those with SEND, of children enrolled at GWIS at the time of admission
 - Children of GEMS staff who are employed at GWIS or Corporate Office (as approved by the Director of Enrolments for GEMS) at the time of admission.
 - GEMS Corporate Office priorities
 - Children of GEMS staff working in other GEMS schools at the time of admission
 - Children registered at Little Gems International who meet LGI



criteria for FS2 priority waiting list

- All other applications.

4 Registering on a Waiting List

4.1 Enquires regarding the school can be made via the on line enquiry form which can be accessed via school website or by contacting the school directly.

4.2 To register on the waiting list all of the following steps must be completed.

- 4.2.1** Complete on-line registration
- 4.2.2** Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload scanned copies online.
- 4.2.3** Submit full details of any special education needs including recent reports from any doctors, therapists (e.g. Speech and Language Therapy, Occupational Therapy etc.) and individual education plans (IEPs) plus Educational Psychologist's reports if completed.
- 4.2.4** Pay a non-refundable registration fee of AED 500. This payment can be made at the school or on-line.

5 Accepting an Offer of a Place

5.1 If the application is successful and a place is available, a letter of offer will be issued along with joining information. The offer remains valid for a period of 7 days. To secure the place, a non-refundable deposit of AED 10,000 must be paid within 7 days. Your first term's fees will be reduced by this amount.

5.2 Parent should also submit the following documents

- 5.2.1** 1 copy of your child's birth certificate
- 5.2.2** 1 copy of your child's passport plus UAE residency page
- 5.2.3** 2 recent passport photographs (on photographic paper please)
- 5.2.4** Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp, signature and required attestations from government bodies for entry into year 2-6. The Transfer Certificate of students from schools located in any country other than Australia, Canada, Europe, New Zealand, USA and UAE, MUST be in English or Arabic and attested by the Ministry of Education, the Ministry of Foreign Affairs and the UAE Embassy.
- 5.2.5** Full details of all vaccinations and immunizations for your child
- 5.2.6** 1 copy of your child's and both parents' UAE ID



- 5.3** All relevant information regarding the applicant must be included within the online Registration from including:
- 5.3.1** Information regarding allergies, special medical conditions, etc.
 - 5.3.2** Up to date contact details, and emergency telephone numbers for both parents
 - 5.3.3** Most recent school report

6 Conditional Offers of a Place at GWIS

- 6.1** You may be offered a conditional place at GWIS. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide:
- 6.1.1** further documentation about your child's schooling (e.g. transfer certificate);
 - 6.1.2** evidence of application for residency or your residency status;
 - 6.1.3** professional reports in support of identifying your child's learning needs;
 - 6.1.4** agreement to providing additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies);
 - 6.1.5** A review period may be set at which point the pupil's progress will be reviewed to establish if GWIS is the most suitable school to meet their particular needs.
- 6.2** *If the conditional criteria are not satisfied GWIS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.*

7 KHDA Regulations

- 7.1** It is a requirement that all documentation must be submitted to the school before a child may attend as a pupil.
- 7.2** ***Failure to produce a transfer certificate within one month of the date of joining may result in your child's place at GWIS being withdrawn.***

8 Fees

- 8.1** The GWIS fee structure is approved by the Ministry of Education
- 8.2** With full permission of the Ministry of Education, GWIS reserves the right to make further charges for additional services for children for whom additional support is required.



If after consultation parents will not pay for additional support, then GWIS reserves the right to withdraw the child's place so that the education of others is not jeopardized.

- 8.3** Fees are paid one term in advance and should be paid to the accountant / cashier preferably before the last day of the preceding term or, at the latest, on the first day of term.
- 8.4** Failure to pay school fees within 30 days of the start of term may result in a request for you to seek alternative arrangements for your child's education.
- 8.5** You may pay school fees by bank transfer from your home country. Transfers must be payable to GWIS and in United Arab Emirate dirhams (AED). The amount received in dirhams by GWIS should be the term's fees plus AED 150 handling fee at the current rate of exchange. Any additional bank charges from your bank will be added to your account. Please call the accounts department for further details.

9 Fee Concessions

- 9.1** The Principal considers requests for fee concessions from employees.
- 9.2** There are no special arrangements for fee concessions.

10 Notice of Leaving

- 10.1** Where ever possible GWIS requires one full term's notice that a child is leaving.
- 10.2** The KHDA issues regulations about the collection of fees depending on the period that a child has been at school and GWIS adheres to these regulations in full.
- 10.3** When fees remain unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.

The Principal's decision is final in all matters of admission.