



GEMS United Indian School, Abu Dhabi

GUIS Admission and Registration Policy

Roles and Responsibilities

The Principal / Head of School will admit students only in accordance with this policy and will ensure that procedures are implemented and monitored.

In drafting this policy, consultation has occurred with GEMS Corporate Team, Principals of GEMS Abu Dhabi Schools and ADEK.

Purpose

The purpose of this policy is ensure adherence and compliance with the Rules and Regulations for Private Schools in the Emirate of Abu Dhabi as issued by the Chairman of the Executive Council, Resolution No. (26) of 2013. Subsequent references throughout this policy refer to these regulations, unless otherwise specified.

The purpose of this policy is also to ensure a smooth but required transition from existing Year / Grade level anomalies to an overarching same structure across all GEMS schools.

This policy is in line with the overall commitment of the UAE Federal Government to ensure the best education provision for all our students.

This policy follows the age Year / Grade instructions from ADEK which can be seen in Appendices 1 and 2

This policy supersedes all existing individual admission policy documents as all are aligned through attached appendices.

Process for Enrolments

GEMS Schools enrol students regardless of gender, nationality or race. Admission is granted based on the availability of places and assessment of student achievement and academic needs. A student applying for admission within the UAE will be placed in a grade depending on his age, school sequence and the he shall be included in the school registration records. The school shall adopt an approach admitting students from customs and races to achieve, equality and transparency based upon review of an applicant's prior academic and behavioural records in conjunction with direct observations by appropriate staff if deemed necessary.

This will be prepared by Registrar and given to the Senior Management for selection:

1. Schools have to accept students at PRE-KG, KG1 and KG2 which is pre-compulsory school stage without any kind of tests or interviews.
2. The kindergarteners are invited with families to understand their ability to interact and their social adaptivity.
3. Interviews with students and education leadership is arranged if required in case of any Special Educational Support required.
4. Student admission confirmed and parents informed.
5. Parent to pay registration fee to secure place within 7 days. This registration fee will be the first month's fee including 5% of the total tuition fee and is deductible from the tuition fees (the school shall collect enrolment or re-enrolment upon enrolling the student in the school and not when applying for admission to the school).The school shall be entitled to retain the fees of enrolment or re –enrolment in case of students enrolment in the school at any day (days) of the first week of the first class or if the student didn't enroll in the school without informing the school in writing by the parents sufficient time before the start of the actual study .This amount is also nonrefundable (as per ADEK Rules and Regulations, Article 39) if the child does not attend the school.

Admission for PRE-KG/KG1/KG2

In the case of PRE-KG/KG1/KG2, schools will admit pupils in line with Circular PE/K12E2021/003 dated 26 January 2021. Students will be admitted in accordance

to their age (verified in the form of an EID, birth certificate or passport) without a formal admission or assessment test dependent on availability of places.

Admission for Grade 1

Students who apply for entry into Grade 1 will be admitted in accordance to their age (verified in the form of an EID, birth certificate or passport). They will be interviewed by an appropriate and designated member of the school staff, for example: the registrar, school counsellor, Head of Section, Head of Year. Such interviews will focus on social and behavioural skills.

Admission for Grade 2 and Higher

The Registrar will place students based on prior records and recommendations and in accordance with ADEK policies and guidelines. Students may be subject to a formal assessment (see school specific requirements depending on curriculum model)

- If the school has a query regarding the placement of a student due to records not being available or if parents question the suitability of the recommendation, then the Registrar will determine the student's placement according to their birthdate in the form of an EID, birth certificate or passport.
- Applications for admission should be accompanied by all required documentation. Where this is unavailable, parents must sign an undertaking time specific to provide all required documents. This is in line with local regulatory requirements. Schools will work in close partnership with ADEK to ensure compliance and approvals.
- Where further information is required about a student, this is supplemented with a one-to-one interview with the Head of School.
- Priority admission will be offered to siblings of existing students followed by students transferring from other GEMS schools and others by date of application.
- School should accept students with educational disabilities (simple and medium cases) and provide appropriate additional support when necessary or when needed. School should not refuse or refrain from accepting students with chronic conditions such as diabetes, asthma, heart diseases congenital, epilepsy and obesity, and they have to provide appropriate support according to

student's needs. GEMS Schools adhere to the inclusion guidance from ADEK and will place students with mild to moderate additional needs according to the availability of places and the severity of need.

- On occasion, schools may not have appropriate staff with necessary professional training required to manage the severity needs of some students as per the definitions of the General Rules for the Provision of Special Education Programmes and Services Public and Private Schools 2010. In such cases, ADEK advice and approval will be sought.
- School must obtain the approval of ADEK for the tuition fees, payment schedules and the procedures of their payment before issuing them to parents and before commencing their collection. Subject to ADEK approval the school shall impose extra fees on the guardians in return for providing extra support for the student, provided that these fees don't exceed the percentage of 50% of the approved school fees for the other students and each school shall have a responsible qualified coordinator for the program of students with special needs. The school must be satisfied that the candidate has the appropriate skills and training and meets the Child Protection Policy of the School and ADEK.
- When the school is applying to increase tuition fees for the special needs, the school must provide ADEK a report from the competent authority for the diagnosis of student status and the statement of the recommendations recommended by the need of Shadow teacher with a student.

Specific Assessment Criteria for Schools Grades 2 and above

Our Own English High School, Abu Dhabi, (New License Name GEMS United Indian School)

PRE-KG to KG2

The assessment criteria may include assessing cognitive development, social and emotional development, gross and fine motor skills. Assessments in kindergarten primarily focus on providing feedback for educational purposes and supporting the child's progress and development.

Grades 2 to 10

Students will be invited to take a diagnostic assessment and places offered by the end of January to those students selected.

Grades 11 to 12

Parents and the student will be required to attend an interview with the Principal or Vice- Principal to receive advice about the streams available. Students will take entry level tests to determine in which of the three streams they will be placed.

Appendix 1

GEMS UNITED INDIAN SCHOOL, ABU DHABI		
CBSE CURRICULUM		
GRADE	AGE REQUIREMENT	DATE FOR ACADEMIC YEAR
PRE-KG	3 Years	For 1 st April start
KG 1	4 Years	For 1 st April start
KG 2	5 Years	For 1 st April start
Grade 1	6 Years	For 1 st April start
Grade 2	7 Years	For 1 st April start
Grade 3	8 Years	For 1 st April start
Grade 4	9 Years	For 1 st April start
Grade 5	10 Years	For 1 st April start
Grade 6	11 Years	For 1 st April start
Grade 7	12 Years	For 1 st April start
Grade 8	13 Years	For 1 st April start
Grade 9	14 Years	For 1 st April start
Grade 10	15 Years	For 1 st April start
Grade 11	16 Years	For 1 st April start
Grade 12	17 Years	For 1 st April start