

## **GEMS Admissions Policy** **for GEMS Cambridge International Private School Sharjah**

**Last Amendment:** September 2022 **Policy Review Date:** September 2023

### **Introduction**

At GEMS Cambridge International Private School Sharjah (GCS) we follow the National Curriculum for England and the academic year runs from August to June. Students can be admitted during the academic year if a place becomes available subject to SPEA guidelines. GCS provides an outstanding education for children aged 3- 18 years.

GCS prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to GCS, regardless of nationality, ethnicity or religion. GCS is a truly inclusive, international school.

### **Aims:**

- To have a clear and transparent policy for admission that meets the statutory and regulatory requirements of SPEA and GEMS Education
- To ensure procedures and rules are adhered to at all times.

### **Responsibilities:**

- The Registrar and Admission Secretary are responsible for managing enquiries and administration of admissions up to the point of school entry. This includes documentation, admission assessments and other processes related to admission.
- The Principal, Vice Principal and respective Heads of School are responsible for interviewing parents and prospective students and ensuring that the school can meet the student's needs.
- The Head of Inclusion, Special Educators and School Counsellors are involved during the admission process for advice regarding a student with physical disabilities and/or learning challenges.

### **Eligibility**

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.

Admissions to Y1-13 will be subject to a review of the student's most recent school report and include further additional assessments and an interview.

GCS works in accordance with the SPEA age enrolment guidelines and aims to place students in the appropriate year group.

*Students who are transferring from schools following different curriculum are advised to contact our Registrar for advice prior to completing their on-line registration.*

### **Admission for FS1- Year 2**

As per the **Ministerial Resolution No. 24 2021**, regarding the cut off the date for calculating the age of acceptance for students who have completed the approved age by 31<sup>st</sup> of August for the academic year:

Class	Minimum Age
FS1(Pre KG)	3
FS2 (KG1)	4
Year 1 (KG2)	5
Year 2 (Grade 1)	6

### Admission for Year 3 and higher

The Registrar will place students based on prior records and recommendations and in accordance with SPEA policies and guidelines. Students will undertake an assessment and interview with a member of the Senior Leadership Team.

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 once SPEA approval has been granted.

Applications for admission should be accompanied by all required documentation. Where this is unavailable, parents must sign an undertaking letter which is time specific to provide all required documents. **Failure to provide the required documentation within the agreed time, will result in the rejection of the application which will result in the withdrawal of a place.** This is in line with local regulatory requirements. GCS works in close partnership with SPEA to ensure compliance and approvals.

GCS is a fully inclusive school and does accept students 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 we can provide appropriate support. **Failure to disclose relevant information at the time of application may result in the withdrawal of a place.**

On occasion, the school 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 for Public and Private Schools. In such cases, SPEA advice and approval will be sought and admission may not be offered.

Parents of students who may require specific one-to-one learning support or the assistance of a shadow teacher, will be required to pay additional fees as approved by SPEA. The school must be satisfied that the shadow teacher has the appropriate skills and training and meets the Child Protection Policy of the School and SPEA.

### Specific Assessment Criteria for GEMS Cambridge International Private School Sharjah

### **Year 3 to Year 9**

Students will take appropriate assessments to assess their cognitive ability and curriculum levels in English and Mathematics. Based on the outcomes of the assessments, students and parents may be asked to meet with a Counsellor or member of the Senior Management Team to gain more information.

### **Year 10**

Students will take appropriate assessments to assess their cognitive ability and curriculum levels in English and Mathematics. Students applying for admission into Year 10 will also be invited for an interview to select IGCSE/ GCSE subjects including English and Mathematics in which they will be examined at the end of Year 11.

### **Year 12 and Year 13**

Depending on the number of places available, for acceptance into the AS and A Level Programme, students must have achieved at least 5 A\* to D grades (9-4) in their IGCSE/ GCSE Examinations in SPEA recognised courses. Students and their parents will be required to meet with the VicePrincipal and or Head of Secondary to select appropriate courses from the options available.

### **Process for Enrolments**

GCS enrolls 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 must be accepted by the Principal on the school's ability to meet the educational needs of the student. Upon review of an applicant's prior academic and behavioural records in conjunction with direct observations by appropriate staff if deemed necessary, the school will determine whether or not it is capably staffed or equipped to meet the educational needs of students. Enrolments will be open one year in advance subject to SPEA approvals.

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

1. Parents will be informed and the student will be asked to complete an assessment as outlined above
2. An interview with student and parent will take place
3. Once the student admission is confirmed the parents will be informed
4. The parent should then pay the SPEA approved registration fee of 500 AED to secure their child's place within 7 days. This registration fee is deductible from the tuition fees for the next term. This amount is non-refundable if the child does not attend the school.

Parent should also submit the following documents:

- 2 recent passport size photographs of your child
- Copy of Passport (for child, father and mother)**
- Copy of Residency visa page (for child, father and mother)
- Copy of Child's birth certificate (in English or Arabic)**, duly attested by ministry of foreign affairs for children born overseas.
- Copy of Child's last school \*report card (see details below)** for all children entering Grade 2 and above.
- Copy of your child's immunization card.
- Emirates ID card back & front (Copies for child, father and mother)

- Original Emirates ID of child and both the parents (will be required prior to acceptance and at the time of enrolment into GEMS Cambridge International Private School, Sharjah).
- Transfer certificate or previous schools' leaving certificate & final passing out marksheet duly attested (original will be required before your child's first day at the school, if your child is accepted into GEMS Cambridge International Private School, Sharjah)
- Medical Report from a *SPEA authorised center with 6 months validity (please approach our reception for a list of authorised centers)*, if your child is with special educational needs and requires the assistance of a shadow teacher. **Failure to provide all information regarding your child's additional needs will result in your child not being able to join the school as we will not be able to meet his/ her needs**

#### \* Report Cards

Final **Original Attested Report Card** from the child's previous school (for all children) For Grade 10, 11 and 12, Previous 2 years attested Report Cards.

- For **Grade 10, 11 & 12** (Year 11, 12, 13) students:
  - Attested **final report cards** for previous **2 years - Attested Transfer Certificate**
  - **Attested IGCSE/GCSE examination certificates** (you may submit an attested true copy, if you do not want to attest the original certificates).
  - In case of change of curriculum, **letter from parent with the reason for changing curriculum.**
- In case of change of curriculum, the **Equivalency certificate**; students coming from different curriculum must apply for transfer through the Ministry of Education website with the link given below and certificate of transferring curriculum issued by Ministry of Education.

<https://www.moe.gov.ae/Ar/EServices/ServiceCard/pages/CertEquivalentMove.aspx>

## at GEMS Cambridge International Private School, Sharjah (GCS)



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### STEP 1 – ONLINE APPLICATION

<https://www.gemscambridgeschool-sharjah.com/en/Admissions/Enrol-Online>

Visit our website and select 'ENROLL ONLINE' on the home page or under the Admissions tab on the menu.

Complete the Online Student Enquiry & Registration. Once you have completed the form, you will receive an acknowledgement email with an online reference number and instructions on uploading admissions documents.

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### STEP 2 – ASSESSMENT

Your child will be invited by the school for an assessment via email notification or phone call.

Type of Assessment by Year:

- Observation – FS 1 & 2 and Year 1
- Formal assessment – Year 2 and higher
- All students will meet with a member of the Senior Leadership Team during the course of the assessment

Acceptance will be notified as soon as possible, via email or by phone call.

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### STEP 3 – SCHOOL TOUR

School tours take place at the end of the school day, from 3:00- 4:00 pm

Parents can book a school tour through our online booking system or with our Parent Relations Executive after completion of the assessment.

If a seat is not available, your child's application will be placed on a waiting list upon successful assessment until a seat becomes available. When a seat becomes available, you will be invited via email or phone call, to submit additional documents and pay AED 500 as registration deposit, which is adjusted with the tuition fees for that academic year.

Payment of the registration fee alone, does not guarantee the child an enrollment into the school.

An application for enrollment will only be complete, once the school has received all proper documentation and payment of all fees attached to student's study at GCS. A new student will be able to join his / her class once all of the term's the fees have been paid in full.

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## STEP 4 – REGISTRATION & ENROLLMENT

On completion of the school tour, parents may visit our Admissions department to continue with the enrollment process.

### A. DOCUMENTATION

Parents are required to upload online or submit a full set of the listed documents (copies or original) in person to the GCS Admissions Department. Submission of all other supporting documents is mandatory in order complete the admission process.

Submitted Document Copies must be Clear / Scanned (Mobile scanned or Photos of documents will not be accepted as per SPEA regulation)

#### Required Documents Checklist:

- 2 recent passport size photographs of your child
- Copy of Passport (for child, father and mother)**
- Copy of Residency visa page (for child, father and mother)
- Copy of Child's birth certificate (in English or Arabic)**, duly attested by ministry of foreign affairs for children born overseas.
- Copy of Child's last school \*report card (see details below)** for all children entering Grade 2 and above.
- Copy of your child's immunization card.
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## **B. OFFER LETTER ACCEPTANCE**

Documents to be completed and signed by parents at the time of admission a.

- a. Conditional Offer Letter
- b. Home School Contract
- c. Photography Approval
- d. Students Medical History
- e. Parent's Consent for school to deliver basic medication
- f. Intimate Care Policy (FS1, FS2, Year 1)
- g. Additional / Special needs information (to be disclosed and provided if applicable)

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## **STEP 5 – PAYMENT OF FEES**

1. Tuition Fees: Is paid over 3 terms and has to be paid in full at the beginning of each term.
2. Books Fees: Mandatory to be paid in full before the student can join school
3. Transportation Fees (if applicable): Is paid over 3 terms and has to be paid in full at the beginning of each term.
4. Uniforms: To be purchased directly from Threads showroom in Ramez Mall. Students have to wear their full school uniform and have to have the correct school bag (no trolley bags allowed) when they join their class
5. Modes of Fee payment:
  - a. Tuition fees: Paid over 3 terms to GCS payment by Check / Cash at the counter / Credit Card / Debit Card
  - b. Books Fees: Paid in full at the time of admission to GCS payment by Check / Cash at the counter / Credit Card / Debit Card
  - c. Transportation Fees: Paid over 3 terms to Bright Bus Transport payment by Check / Cash at the counter / Credit Card / Debit Card
  - d. Uniforms: Paid at Threads showroom payment by Cash at the counter / Credit Card / Debit Card

**AFTER COMPLETION OF THE ABOVE PROCESS, STUDENT IS OFFICIALLY ENROLLED.**

## ANNEXURE:

### 1.01 Age & Grade-Year Equivalency

When a child transfers between Emirates inside UAE, countries, education systems, or changes from a school using 'Grade' to one that uses 'Year', or 'visa-versa', or where classes are assigned as per Transfer Certificate (TC) & not age, the equivalency table below will apply in UAE.

GCS delivers the National Curriculum for England, however, as per our license GCS uses 'KG' & 'Grade' on official documents as per the Sharjah Private Education Authority regulations (Grade 12 is equivalent to Year 13 in an English National Curriculum context).

If a child transfers back into a UAE school using 'FS' & 'Year' the below equalization table will apply:

3 YEARS by 1 Sept FS1	PRE-KG
4 YEARS by 1 Sept FS2	KG 1
5 YEARS by 1 Sept YEAR 1	KG 2
6 YEARS by 1 Sept YEAR 2	Grade 1
7 YEARS by 1 Sept YEAR 3	Grade 2
8 YEARS by 1Sept YEAR 4	Grade 3
9 YEARS by 1Sept YEAR 5	Grade 4
10 YEARS by 1Sept YEAR 6	Grade 5
11 YEARS by 1Sept YEAR 7	Grade 6
12 YEARS by 1Sept YEAR 8	Grade 7
13 YEARS by 1Sept YEAR 9	Grade 8
14 YEARS by 1Sept YEAR 10	Grade 9
15 YEARS by 1Sept YEAR 11	Grade 10
16 YEARS by 1Sept YEAR 12	Grade 11
17 YEARS by 1Sept YEAR 13	Grade 12



## 1.02 Transfer Certificate Guidelines

Transfer certificate must be on the official school letterhead and must contain the below information.

1. Full name of student
2. Date of birth
3. Enrolment date and the Grade when the child first started at the current school
4. (i) Present class
5. (ii) Year/Grade completed (See grade/year equivalency table in annexure)
6. (iii) Year/Grade promoted to (See grade/year equivalency table in annexure)
7. School curriculum
8. Principal's signature and school stamp

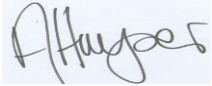
If transferred from a school from another UAE Emirate, transfer certificate must be attested by the Ministry of Education (KHDA, ADEC, SPEA, MOE)

Children coming from overseas should have the **Original** Transfer Certificate (TC) and marksheet attested by:

1. The School Stamp and signature of authorised signatory
2. Educational Authority (from country of TC issuance)
3. UAE Embassy (from country of TC origin) / or Ministry of Foreign affairs in the country of origin.  
Ministry of Foreign Affairs (from UAE)

## Monitoring and Review

This policy has been discussed and agreed by GEMS Cambridge International Private Sharjah school staff and leadership teams for implementation.



Signed.....

Date: 30/08/2022

**CEO/Principal**