



مدرسة جيمس فيرست بوينت

GEMS FirstPoint School

THE VILLA

Admissions Policy

November 2016

Date last reviewed | November 2016

Review period | Yearly

Responsible person | Registrar/Vice-Principal

GEMS FirstPoint School Admissions Policy

General Policy

GEMS FirstPoint School prides itself on an admissions policy that does not discriminate against any child or family. All children are welcome to apply to GEMS FirstPoint School, regardless of nationality, ethnicity, religion or learning need. GEMS FirstPoint School is a truly International School for parents who would like a British-style education for their children.

Our provision for additional learning needs will be reviewed on a case by case basis, as children with complex or severe educational needs may not be able to access the intended curriculum successfully.

English Language Learning

English is the language of daily teaching and instruction of GEMS FirstPoint School. GEMS FirstPoint does offer English Language support for students from Foundation Stage 1 – Year 12, and for whom English is an additional language. Intensive support to develop age appropriate English language skills is offered to students in each grade level as appropriate. Parents may also be encouraged to provide additional support, at their own expense, for English language learning activities.

General Student Admissions

FPS Entry Requirements:

- Latest full school report, and any current mid-year reports when applications are being made mid-way through a term
- Reference/School Transcript
- Meet the MOE requirements regarding age and year group/KHDA requirements.

Students who enter from a British or a non-British system are assessed using the CAT4 cognitive assessment tool upon entry to the school. Foundation Stage students attend a screening play afternoon. This enables the school to identify any strengths or weaknesses and where to support the student next in their learning. Competency in English is assessed at stage of entry to identify the level of additional support that is required.

Admission Arrangements and Application Requirements

Completed online receipts will be accepted if accompanied by the Administration Fee of 1,000AED (non-refundable and non-transferable).

The Ministry of Education requires all families to submit the following documents for each child entering education in Dubai. Without these documents, admission may be refused.

- Original Transfer Certificate (attested if necessary, see below)
- 2 copies of Birth Certificate (in English OR Arabic) – Student only
- 2 copies of Passport – Mother, Father and Student
- 2 copies of Residence Visa – Mother, Father and Student
- 4 recent Passport size photographs – Student only
- 1 copy of Emirates ID – Student

Parent are asked to ensure that all relevant information regarding their child is attached with the online Enquiry Acknowledgement as follows:

1. Copy of Immunization/vaccination document.
2. Information regarding allergies, special medical conditions, etc.
3. Up to date contact details and emergency telephone numbers for both parents.
4. 2 Years of School Reports (the most recent report must be included) **REPORTS MUST BE IN ENGLISH**. Nursery report required for Foundation Stage 1 and 2 children. If a child has received any learning support/special education, all reports/information are to be provided.
5. Copies of Father's, Mother's Passports and copies of Residence visa.

Transfer Certificates

- All Transfer Certificates must be on an official school letterhead.
- The form must be completed on the pupil's last day of attendance.
- This form must be signed by the Principal and show an official school stamp.
- The original certificate must be presented on the first day of school.

The original Transfer Certificate must contain the following information:

1. Full Name of Child
2. Date of Birth
3. Commencement Date at School
4. Grade/Class on Leaving
5. Leaving Date at School
6. Curriculum Used

Important Instructions to Parents

Children coming from countries **other than** America, Australia, Canada, Europe and New Zealand should have the **original** Transfer Certificate (TC) attested by:

- Ministry of Education (from country of TC origin)
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

Children coming from Saudi Arabia, Kuwait, Bahrain, Qatar & Oman must have their **original** certificates attested **only** by the Ministry of Education (from country of TC origin). For students transferring from schools within the UAE, a Ministry approved Transfer Certificate is issued.

NB: The corresponding year group is of vital importance and the Ministry of Education may refuse the child entry if the year group does not correspond with that of the new school.

CAT4 Assessments

These focus on assessing students' cognitive skills. The purpose of these assessments is...

- To identify areas of strength and areas of development within each and every student
- To allow students to be placed in the appropriate set if applicable.

Foundation Stage, Keys Stages 1, 2 and 3 - Admissions Guidelines and Procedures:

- The Admissions Team deal with all documentation pertaining to applications
- Where review of an application is necessary, documentation will be passed to the Head of School, Director of Inclusion, Principal as necessary
- Where assessments are necessary, a date will be arranged for the applicant to complete the assessment at FPS
- Based on the outcome of any assessment, the Principal will confirm that either an offer can be made, declined or that this is conditional pending further actions ie. SEN assessment
- The Admissions Team inform parents of the decision via email.

Year 10 - Admissions Guidelines and Procedures:

Entry to Year 10 is usually closed from the end of the first term, unless there is a high level of similarity between the qualification courses being undertaken by the applicant in the school they are leaving.

Each application is viewed on a case by case basis, but FPS takes into account that a great deal of foundation and underpinning work for the two year courses is undertaken in the first term which applicants may not have covered.

Qualifications are offered by a number of different boards and although the course title may have the same name, the content could be quite different. Also, even when the same course/code is undertaken, the sequence of the delivery of the content/scheme may change from school to school.

If the applicant has not undertaken the start of qualification such as someone coming from the Southern Hemisphere we cannot consider entry at this time as too much work for the qualifications has been missed.

Year 12 - Admissions Guidelines and Procedures:

Entry to Year 12 is usually closed from the end of the first term, unless there is a high level of similarity between the courses being undertaken by the applicant in the school they are leaving.

Each application is viewed on a case by case basis, but FPS takes into account that a great deal of foundation and underpinning work for the two year courses is undertaken in the first term which applicants may not have covered.

Minimum entry requirements for the A-Level Courses are 5 A*-C I/GCSE grades (or equivalent) including Mathematics and English.

A minimum of a B grade is required in certain subjects to study that subject at A-Level.

Informing Parents of Results

Where assessments have been required, parents will be notified as to whether their child has been offered a place, or will be placed on the waiting list, within 2 working days of the assessment being completed.

Class Sizes

Our average class size in FS1 and FS2 is 22 pupils. In all other year-groups, the average class size is 27

pupils. GEMS retains the right to increase class size when the situation warrants i.e. when students are set by ability for specific subjects. Classes in FS1 through to Year 4 have a Teacher and a full-time Teaching Assistant (TA) per classroom.