



## **Admissions Policy**

This policy has been produced for GEMS FirstPoint School, when 'The School' is referred to in this policy it is solely the GEMS FirstPoint School that is being referred to.

Review Cycle	1 Year
Last Review	August 2023
Next Review	August 2024



## Purpose

GEMS FirstPoint School is an inclusive school where all students are eligible for admissions. We do not discriminate on the grounds of nationality, race, gender, religion, social class or special educational needs. FirstPoint School is an exceptional school where we combine British academics and heritage with an international perspective to inspire our children to achieve excellent academic success through innovative and creative approaches to learning.

## English Language Learning

English is the language of daily teaching and instruction of GEMS FirstPoint School. We offer English Language support for students from Nursery to Year 13, and for whom English is an additional language. Intensive support to develop age-appropriate English Language skills is offered to students in each year group as appropriate.

## Arabic Language Learning

In the UAE, Arabic is a compulsory subject to all students from Foundation Stage 2 to Year 10 for non-native Arabic speakers and to Year 13 for native Arabic speakers. We offer Arabic Language support for native Arabic speakers in order to develop age-appropriate Arabic Language skills for students in each year group as appropriate.

## The Admissions Process

### Nursery & Early Childhood (Ages 2-6)

The FPS admission team will review all the documents submitted by the parents including medical reports, reports from outside support agencies and previous school reports and IEPs. A member of the admissions team will meet with the parents and discuss a process to determine the student's learning needs. The process may include meeting with outside support agencies, visits to current nursery schools, and additional individual and group assessments at FPS.

Parents may make an application on the school's website, alternatively, this can be completed by a member of the admissions team. Upon making an enquiry, parents will be contacted from our admissions staff within 48 hours.

## Registration

To complete the registration, parents are required to provide the admissions team with the following (In English):

- Latest full school report, and any current mid-year reports when applications are being mid-way through a term.
- Final school report for the previous academic year.
- Completion of the questionnaire provided by the admissions team for Nursery applications.
- Original transfer certificate to be submitted before joining the school (attested if necessary)
- Scanned copy of the Birth Certificate (In English or Arabic).
- Scanned copies of Passports - Mother, Father, and Student.
- Scanned copies of Residence Visas - Mother, Father, and Student.
- Scanned passport size photographs – Mother, Father, and Student.
- Scanned copies of Emirates ID front and back once available for Applicant, Father, and Mother.

Parents are also asked to ensure that all relevant information regarding their child is attached with the online enquiry acknowledgement as follows:

- Copy of Applicant's childhood Vaccination Record.
- Information regarding allergies, special medical conditions, etc.
- Up to date contact details and emergency telephone numbers for both parents.



- If a child has received any learning support/special education, information is to be provided.

A registration fee of AED 525 nonrefundable and nontransferable is applied at this stage and can be made through online enquiry.

Placement in all classes will be made by the Head of School or Deputy Head of School based on the child's previous educational record and meeting the MOE and KHDA requirements regarding age and year group.

## Transfer Certificates

- All Transfer Certificates must be on an official school letterhead.
- The form must be completed on the student's last day of attendance.
- The form must be signed by the principal and show an official school stamp.
- The original certificate must be presented before the first day of school and must contain the following information:
  - Full name of Child
  - Date of birth
  - Commencement date at school
  - Grade/Year on leaving
  - Leaving date at school
  - 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).
- UAE Embassy (from country of TC origin) or Ministry of Foreign Affairs in the UAE

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 or KHDA attested Transfer Certificate is issued.

## Screening and Assessment


GEMS FirstPoint is a non-selective and fully inclusive school. Students must be placed based on the most recent school report from the child's previous school.

Student may be assessed using the CAT4 cognitive assessment tool upon entry to school in order to identify areas of strengths as well as areas of development within each and every student and to allow students to be placed in the appropriate set.

A CAT4 assessment may be required prior entry for students who have missed one school year.

- An assessment specific to students with additional needs may be conducted by our Inclusion 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: Parents are required to disclose any Special Educational Need that has been previously identified.
- The student's application needs to be accompanied by previous academic reports, previous provision plans, and any previous medical/psychological assessments that are relevant to the application.



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- Nursery and Foundation Stage students are assessed in a class environment to take into account social abilities and school readiness.
  - Once assessment is completed by the Inclusion Team, the application is to be approved by the Head of School or Deputy Head of School prior to any offer being sent.
  - An appropriate class must be selected by the Head of School or Deputy Head of School to ensure the student is given the best possible opportunity to develop at the school.

## Offering a seat

An applicant may be offered a seat within 48 hours of completing the registration process. A conditional offer can be made pending further actions e.g., SEND assessment or submission of required documents.

Once an offer has been accepted by the parent, all pending paperwork and payment of applicable tuition fees must be submitted prior to the student's date of join. The terms and conditions attached to the offer letter provide the expectations and requirements from the parent to the school.

## Class Placement and Size

We aim to create homogenous sections within each year group. Each of the sections will be as balanced and diverse as possible.

## Re-enrolment

A re-enrolment (re-registration) process is held each year to secure a place for the following academic year. An online re-enrollment form must be completed via the GEMS Parent Portal along with a paid deposit of 5% of the school fees by mid of April each academic year. This deposit is fully adjustable against the first term fees. The deposit may be paid online with a credit card, in person at the school's accounts office or via bank wire transfer.

## Refund of Tuition Fees

The registration and re-registration fees are non-refundable. A refund of re-registration deposit is **only** applicable to students transferring to a school in another Emirate or a school outside of the UAE.

In the case of refunding tuition fees for both new and existing students, tuition fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration / re-registration fees will be deducted.
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.
- The whole term's fees would apply if the student attended for more than one month.