

Admissions Policy

Vision: Grow - Flourish - Achieve

Mission: Growing Flourishing Achievers through innovative and sustainable learning environment that fosters academic excellence with holistic development.

1. Introduction

The GEMS Founders School, Masdar City (GFA) admission policy has been developed as a part of the school's commitment to provide a supportive learning environment which enables all students who have chosen to study with us achieve their full potential. The school does not discriminate based on race, gender, additional needs, or nation of origin and seeks to accept all qualified students who apply. All applicants are required to provide a recent report from the previous school if applicable. Students may be required to undertake an assessment which will be reviewed by staff in the school. Members of the senior leadership team, including the Principal/CEO, may also review the application. In the event of an admissions request for a child with additional needs, the inclusion department will undertake a detailed assessment to determine the child's requirements and whether the school can meet these needs.

2. Aims and purposes

Admission policies and procedures have been established to make certain that students are appropriately placed at GFA, while maintaining the integrity and consistency of school policies and the application process. Proper placement will ensure that those students admitted benefit fully from the educational programming offered and that they will have a higher probability of a successful learning experience. The admissions team is committed to working together with families to determine the educational placement that is the best and most appropriate for each student.

Responsibilities

- GEMS Education management are responsible for ensuring a clear admissions policy is in place in all GEMS Education schools.
- The Principal/CEO is responsible for ensuring the admissions policy and procedures are implemented and monitored in school and that every member of the staff is aware of the contents of the policy.
- Designated staff are responsible for implementing the admissions policy on a day-to-day basis, and for ensuring that the correct procedure is followed.

3. Admission Process

1. The Inquiry Phase

Admissions/Promotional Instruments

- Website
- GEMS Education online Student Inquiry Form



- Brochure and application folders with complete information
- Walk-ins
- Social Media
- E-mail
- Registration forms requesting additional documentation will be sent out to families once completed application has been received.

2. School Tours for Prospective Families

- Appointments will be scheduled through the school reception.
- Interested parents are encouraged to visit and tour the school.
- Prospective families will be welcomed / treated as members of the school community.

The focus of the tour will include

- Introduction to the school (vision, mission and unique qualities)
- Tour of campus (focus on how we utilise our resources for education)
- Application procedures (to be fully completed during visit if interest exists)
- Questions specific to the family or student(s)

3. Telephone, Online and E-mail Enquiries

Brochures and application materials will be sent to prospective families from the Reception/Admissions Office by email. The Admissions Office will acknowledge all e-mail inquiries regarding admissions by reply within 24hrs of receipt, with full follow-up within 48 hours.

4. Submission of Previous School Records

Families are responsible for submitting official documents (i.e. transcripts, report cards, individual education plan, medical/therapy report, if any) pertaining to the applicant's previous two years of school experience (as applicable). The Admissions Team is empowered to delay or cancel the admission process if such documentation is not provided within a one-week time frame.

5. Documents required

- Soft copy of last 2 years school report card
- For students in Year 3 and above, GFA may request Cognitive Ability Test (CAT4) results from previous school.
- Soft copy of passport of student and parents
- Soft copy of valid visa of student and parents
- Soft copy of Emirates ID of student and parents (front and back)
- Original Emirates ID of student and parents, when requested.
- Soft copy of student's birth certificate
- Vaccination card copy
- Transfer certificate
- Transfer certificate letter from the previous school must be submitted before the first day of school.
- Incomplete applications will not be processed.
- Admission is at the discretion of the school and any final decision is held with the Senior Leadership Team.
- Documents are to be uploaded online at the time of registration.



6. Admissions Assessment

Incoming students may be required to complete a CAT4 and/or reading, writing, and numeracy assessment. For students with additional needs, including English Language Learners further assessments may be required. This is conducted by the inclusion leader or a member of the Inclusion team. Students entering foundation stage will be invited for a play-based assessment to determine school readiness.

For incoming students with Special Education Needs and Disabilities, the following measures are used to help assess the level of individual to ensure that appropriate provisions can be made for each student.

- Parent/Caretakers are asked to disclose any Special Educational Need that has been previously identified.
- The child's application needs to be accompanied by previous academic reports, previous provision plans, Individual Education Plans (IEP's) and any previous medical/psychological assessments that are relevant to the application.
- Foundation stage students are assessed in a group environment in order to take into account social abilities and school readiness. Students must be toilet trained and able to take care of their own personal cleanliness before joining the school.
- Failure to disclose any Special Educational Need that has been previously identified will result in cancellation of admission.

7. Registration / Acceptance Qualifications

The school may undertake screening and assessments to determine the right placement of an applicant. The school determines the educational enrolment criteria, and is in line with any government, ministry, or oversight entity of the country they are licensed in. This includes age requirements, school complete documents, academic standards, and being able to rightfully remain in the country.

Screening and assessment standards and process for students are determined by the admission committee and are necessary to complete the registration process for the school. After completing the steps, a student may be offered a seat, placed on the waitlist, or denied a place in the school.

Student acceptance is based on space availability and the following minimum criteria:

- Age appropriate for the requested year group
- Successful completion of the previous school year
- Admission/placement assessment results (when required)
- Previous school records (transcript, transfer certificate, recommendation letters, therapist letters, doctors' letters, and standardised assessment results as applicable)
- Full disclosure of information regarding the student's needs/previous provision and support

8. Non-Acceptance for Enrollment

The school reserves the right to limit student enrollment and/or withdraw student participation at any time. Non-acceptance of students may occur during the inquiry phase or assessment and registration phase, prior to the enrollment phase.

Student candidacy or membership can be withdrawn any time before/after enrollment is complete.



We recognise the importance of early identification of students with potential additional support needs in order to identify whether suitable, individualised intervention can be supplied within an inclusive mainstream school such as GEMS Founders School-Masdar City.

Students are not refused admission based only on their experience of a special education need or disability (SEND) and we give sibling priority for admission to students who experience SEND. Staff follow Abu Dhabi Department of Education and Knowledge (ADEK) guidance and procedures for scenarios where, very rarely, it may not be in the best interests of the child to be placed in at GEMS Founders School-Masdar City. This information will be shared with the ADEK, following expected procedures. We also do not require a formal diagnosis of need however a declaration of special needs, reports from therapists and previous schools support plan are important to ensure appropriate support and resources are given and considered on admissions. If special needs are not declared at admissions the correct support will not be put in and the parent contract terms will be followed.

Toileting Policy (Foundation Stage)

All students should be fully toilet trained by the time of starting FS1 and must accept the school's policy on toileting. The school recognises that accidents do occur at times, but if the class teacher is concerned with the frequency of accidents, the student must stay at home until the parents/guardians are confident that the student can return to school fully toilet trained.

9. Application Rollovers

Parents will need to respond to the registrar with their intentions to remain on the waitlist for the next year. After two years on a waitlist, a parent can only remain on the waitlist by reapplying and resubmitting the required documents.

10. Notification of Acceptance

Families will be notified (telephone or e-mail) in cases of acceptance or non-acceptance within 72 hours of taking a placement assessment, provided that complete applications and all required documentation has been submitted. If sibling considerations exist and a suitable place is available, calls or emails will be coordinated across the school. Siblings must go through the full application process, including undertaking an assessment. All acceptances falling out of school session will be considered conditional pending a placement assessment. Final approval will follow an assessment evaluation.

11. Enrollment Disclaimer

The school makes every effort to enroll qualified students who have fully completed the application process and who have met the academic acceptance requirements. The senior leadership team reserves the right to limit and block enrollment in line with the parent school contract. The Principal/CEO also reserves the right to supersede the enrollment policies and may do so, as it sees fit and/or deems necessary.

12. Enrollment and waiting list priority

The following is a priority list for students who meet admission requirements:

1. Emirati National Students
2. Children of staff who are working at the school
3. Students who have siblings attending the same school
4. Students from other GEMS Education schools



5. Students from other GEMS Education schools globally

6. Waiting list according to school criteria

13. Year Placement

The school reserves the right to place a student at the year level that best serves the educational needs of the child, regardless of the previous year completed or age of the child. If the school feels that year demotion is in the best interest of the child, parents will be asked to sign a Demotion Form to confirm their support of the decision.

14. Class Placement

The goal of class placements is to create homogenous sections within each year level. Each of the sections will be as balanced and diverse as possible considering the following:

- English language fluency
- Educational needs
- Ability level
- Cultural background
- Mother tongue language
- Additional needs
- Gender
- Other

At no point will GFA accept requests for specific class placement or allow for classes to be swapped during the year.

ADEK REQUIREMENTS

All students must be registered with ADEK and parents must sign the Parent School Contract within one month of the start of the academic year. Failure to do so may result in suspension from school. This process must be completed annually.

RE-ENROLMENT

Parents wishing to secure a place for the following academic year must pay the re-enrolment fee by the date communicated by the admissions team. Failure to do so may result in the seat being offered to new registrations.

TUITION FEE PAYMENT

Tuition fees are due at the time the acceptance letter is signed and returned by parents. Invoices will be sent out immediately and first term fees must be paid prior to the start of classes. Students may not be permitted to start school unless the first semester tuition fees are paid, with postdated check(s) for second term, unless they have arranged another payment plan with the Finance Office. Fees are payable in advance at the beginning of each term or by the 5th of each month for monthly payments (if approved by the Principal/CEO). If a student joins in the middle of a term, the parents will be made fully aware of payment expectations by the admissions office.

TUITION REFUNDS



Notice of student withdrawal (to be made online through GEMS connect) and application for a tuition fee refund at the request of the parent/guardian must be made in writing to the school Principal/CEO or Registrar thirty days in advance.

The school's tuition refund policies follow the Ministry of Education regulations outlined below for term paying students:

Student withdrawal prior to the start of the academic year

- A student withdrawal initiated by the parent/guardian, the balance of the first term fee paid will be refunded **except** the Application Fee and Registrations deposit.
- A student withdrawal initiated by the school, the balance of the first term fee paid is refunded **except** the Application Fee.

Student withdrawal during the school term

- Fees will be charged for **one full month** if a student attends school for two weeks or less.
- Fees will be charged for **two full months** if a student attends school for more than two weeks and less than one month.
- Fees will be charged for the **entire school term/semester** if a student attends school for more than one month.

The Accounts Officer shall be authorised to refund the fees on the basis of GEMS Education School Support Centre approval as above and on production of the original receipt.

WITHDRAWAL DISCLAIMER

The school reserves the right to withdraw student candidacy or membership any time before or after enrollment has been completed, especially with regards to non-compliance of behaviour or attendance in line with the school policies and parent school contract.

TRANSFER CERTIFICATE GUIDELINES

In order for us to comply with ADEK regulations, and for us to register your child with ADEK, it is imperative that we receive a Transfer Certificate from your child's previous school before the joining date. Students who have never attended any school (FS1-Year1) do not require a Transfer Certificate. It is mandatory for students joining FS1 to Year 8 to submit a transfer certificate if they attended any other school. Any students joining GFA from Year 2 and above should provide an attested transfer certificate if they have attended any school.

- This Transfer Certificate must be on official school letterhead.
- The form needs to be completed on pupil's last day of attendance.
- This form must be signed by the Authorised personnel and show an official school stamp.
- The original certificate must be presented on the first day of school.

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

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



Children coming from GCC countries (Saudi Arabia, Kuwait, Bahrain, Qatar, Oman & UAE must have their original certificates attested only by the Educational Authorities (from country of TC origin).

4. Monitoring and review

This policy has been discussed and agreed by the GEMS Founders School, Masdar City teaching staff and leadership teams for implementation.

Signed
Principal/CEO

Date 12/03/25

Next policy review date:
12/03/26