



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

ADMISSION POLICY



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Purpose

All students are eligible for admission to GEMS Metropole School if it is believed that the school can meet their particular needs. We do not discriminate on the grounds of nationality, race, gender, religion, social class or special educational needs and seek to accept all qualified students who apply. All applicants for places are required to provide a recent report from the previous school. If there is no school report, they will undertake a placement test which will be marked by staff in school and the Head of School will review the placement. In the event of an admissions request for a child with Additional Needs, the Inclusion Department will undertake a holistic assessment to determine the child's requirements.

Placement in all classes will be made by the Heads of School on the basis of the child's previous educational record, the assessment of the school and meeting the MOE and KHDA requirements regarding age and year group.

GEMS Metropole values working in partnerships with parents and in the interest of providing high quality education appropriate to the need of the child, requires parents to provide all relevant documentation prior to the enrolment to support effective placement of the child.

The Admission Process:

Enquiry

Parents can find an application on the school website, or it can be completed manually by a member of the admissions team.

Admission policies and procedures have been established to make certain that students are appropriately placed at GEMS Metropole School, while maintaining the integrity and consistency of school policies and the application process. A student's admission is not conditional on a medical diagnosis. Accurate 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 best for each student.

Parents, upon making an enquiry will receive a phone call from our admissions staff within 24 hours.

Registration

Parents can submit an application for their child/ren through the school's website by clicking on "Enrol Now". In order to complete their registration, a parent must supply all required information including names, dates of birth and grade/year of application. Where required, the parent is also asked to pay the Application Fee of AED 525. This fee includes standard assessment fees. The application fee is not deductible from the tuition fees.

The Application Fee is:

- Refundable if the school does not offer the student a place. Unless the child's registration is carried forward to the following academic year.
- Non-refundable if the school offers the student a place, but the student chooses not to take it.
- Not deductible from the total tuition fees to be paid if the student is offered and accepts a place.

Once the Application Fee is paid, parents will receive a receipt of payment by email. This receipt will also include a link which allows parents to upload documents and enter more information. Document upload is not mandatory at this time but encouraged to ensure speed and accuracy during the admissions process.

Screening and Assessment

GEMS is a non-selective and fully inclusive network of schools. Students must be placed based on a school report from the child's previous school. This includes being matched to year group based on age requirements, completion of school documents, meeting academic standards and being able to rightfully remain in the country.

Screening and assessments to determine the right placement within GEMS Metrople school and support personalised learning pathways may be undertaken before the student starts. Screenings and assessments may consist of 1:1 phonics screening, reading, writing, mathematics, social skills and/ or a cognitive ability test (CAT4).

An assessment specific to students with additional needs (SEND) and English language learners (ELL) may be conducted by the Head of Inclusion or a member of the 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:

- Parent/ careers are required to disclose any Special Educational Need that has been previously identified.
- A students' application needs to be accompanied by previous academic reports, previous provision plans, relevant individual education plans and any previous medical/ psychological assessments that are relevant to the application.
- Foundation Stage students are often assessed in a group environment in order to take into account social abilities and school readiness.

Entry to sixth form is conditional to meeting the following:

- the minimum requirement of 5 iGCSE's at grade 4 or above
- individual subject requirements as per the course choice information. Some subjects have higher entry requirements than others, so please refer to entry requirements document provided
- completion of a CAT4 assessment
- positive reports for the past 2 years from previous schools (external candidates)
- successful interview with the Sixth Form team (all candidates)

Offers made will be conditional to achieving the relevant grades. A sign-up day will be held in August, prior to the start of term and after GCSE results are released. Students who do not meet the minimum

requirements will be advised on an individual basis, with predicted grades and attitude to learning taken into account.

Students applying to GEMS Metropole School Sixth Form from curriculums other than the National Curriculum for England are welcome to apply and offers will be made based on their suitability for the course based on the above criteria.

Within 24 hours of the screening step, the student will be offered a seat, placed on the waitlist, or referred to another GEMS school.

Offering a Seat

When there is available space in the requested year, an applicant may be offered a seat within 48 hours of registration. GEMS schools have the right to revoke the offer at any time during the admission process if the conditions of the offer are not met.

GEMS Metropole will make every effort to ensure that the enrolment of Students of Determination is open, fair and in the best interests of the student at all times.

We recognise the importance of identification as early as possible for potential students with additional needs in order to identify whether suitable, individualised intervention can be supplied within an inclusive mainstream school.

Should GEMS Metropole School feel that a student may benefit from placement within the alternative curriculum, a referral will be made by the Head of Inclusion and a meeting with the parents will occur to discuss next steps to enter an alternative provision pathway.

Class Placement

The purpose of class placements is to establish balanced and cohesive groups within each year level. Each class will be thoughtfully composed to ensure diversity and an equitable mix of students, taking into account the following characteristics:

- English language fluency
- Educational needs
- Ability level
- Mother tongue language
- Additional Needs

Waitlisted Applicants

When there is no seat available in the requested year level, an applicant is placed on the waiting list. At the time of communicating to a parent that a child is on a waiting list, the student will be referred to another GEMS school.

All students on a waiting list should be telephoned regularly and kept informed about open seats and the possibility of being placed. Bi-weekly email communication to be sent to all families waiting for a seat.

If GEMS Metropole School is unable to offer a place for the application, parents can either claim the refund or keep the student on the waiting list for future enrolment. If parents choose the refund, the entire amount of AED525/- including VAT will be refunded in the same mode as originally paid by the parent. E.g., through their credit card.

Management of Waitlists

Students will only be placed on the waiting list once full documentation is received; payment of the registration fee is made, and they have successfully completed the assessment process. Students will remain on the school's waitlist for up to two academic years based on the date of enquiry.

Denied Applicants

Applicants who have not met the entry requirements set by the school must be offered a re-assessment or referred to another GEMS school. All schools are responsible for doing all that they can to accept and place students.

Application Rollovers

Registrars will communicate to parents, the option to remain on the waiting list for the next academic year prior to opening admissions for the next academic year. A parent will need to respond to the Registrar with their intent to remain on the waiting list for the next year. After two years on a waiting list, a parent can only remain on the list, by reapplying and resubmitting the required documents.

Confirmed Enrolment

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

Required Documents

As part of the enrolment process, applicants must upload the following documents:

- Student birth certificate copy
- Student passport
- Student visa copy
- Student Emirates card ID copy (both sides)
- 2 recent passport size photographs
- Updated immunisation certificate copy
- Most recent school report/ nursery (previous 2 years) copy
- Most recent individual education plan (if relevant)
- Medical declaration and mandatory information forms
- Sponsor passport copy
- Sponsor visa copy
- Sponsor Emirates ID copy

Not all documents are required to secure the applicant's place at a GEMS school. The mandatory documents needed by GEMS to enroll are the following:

1. Copy of child's passport (to verify age)
2. Most recent school / nursery report

Re-enrolments

To secure a place for the next academic year, a re-enrolment process is held each year.

Students who are not in compliance with local government regulations or have unpaid school fees will not be eligible to re-enrol and continue at the school for the next academic year.

Transferability

Students are eligible to transfer between GEMS schools, provided a place is available. All transfers will follow the policy as per below:

Transfer Certificates (TC)

Every student is required by UAE Ministry of Education Law to produce a Transfer Certificate (TC) from their last school.

When a family is retained and transferred to another GEMS school, the documents and student data will be transferred internally from school to school.

Tuition Fees

Apart from the registration or re-registration deposits, schools cannot ask for any additional payment to guarantee student enrolment and re-enrolment.

Refund of Tuition Fees

In the case of both existing and new students, the registration and re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include but are not limited to: relocation to another country/ Emirate or any other unforeseen circumstances.

In the case of refund, the school 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.

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School Principal or Registrar thirty (30) days in advance.

Responsibility

This policy has been discussed and agreed by the GEMS Metropole School staff and leadership team for implementation.

- GEMS Management are responsible for ensuring a clear Admissions Policy is in place in all GEMS schools
- The Principal 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 correct procedures are followed.