

# Gulf Model School Dubai



## Admission Policy 2019-20



GMS / Policy / Admission / 2019-20

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## 1. VISION

Gulf Model School's vision is to foster excellence in education, inculcating high moral values, encouraging innovation and critical thinking. We take great care to provide ample opportunities for all students to initiate, nurture and develop their latent talents to the best of their abilities.

## 2. MISSION

- To identify, develop and unfold student's aptitudes, study habits, soft skills, positivism, and the ability to succeed in life, continuously learning and improving with utmost responsibility till the envisaged ideal is attained.
- To provide a platform for the exploration of the knowledge world and the application of their learning, enabling them to make meaningful connections, contributions and interactions with the universe at large.

## 3. INTRO – ADMISSION POLICY

Gulf Model School will provide safe and healthy environment where pupils will be looked after carefully.

### 4. Admission Principles:

All students are eligible for admission to GMS if it is believed that the school can meet their particular needs. GMS does not discriminate on the basis of race, creed, color, gender, or national origin and seeks to accept all qualified students who apply (as applicable by KHDA).

GMS promotes Inclusion by welcoming all children. Our admissions philosophy is by nature inclusive, but contained by boundaries set by their ability to access the curriculum in English and the school's ability to support students who have learning difficulties or special educational needs. The school admits pupils irrespective of their gender, race, disability, or special educational needs, provided that there are good prospects of meeting their needs without unduly prejudicing the education and welfare of other pupils. School has come up with an effective model of Inclusive Education which not only benefit students with difficulties, but also create an environment in which every student, including those who do not have difficulty, has the opportunity to flourish. No student is refused admission based only on their experience of SEND.

Children with special needs will be considered for admission on an equal basis with all other children according to the criteria set out in the school's admission policy taking into account the suitability of the child to mainstream education and availability of resources and facilities to meet that child's needs.

All applicants for places at GMS will be required to undertake a placement test which will be marked by staff in school and will influence where a successful applicant is placed within the school.

Placement in all classes will be made by the Principal on the basis of the child's previous educational record, the assessment of the school, and by age. The initial placement is tentative and the school may reassess the child's placement after the child's abilities & behavioral issues have been thoroughly observed in class or through additional testing.

Applications for admission can only be accepted when all documentation required is made available to the school.

### *Prioritization*

a) **Sibling:** The school's first priority is to admit the siblings of students of determination, presently studying provided the sibling child meeting the academic standards.

b) **Transport Facilitated residents**

The school's second priority is to residents from transport facilitated areas meeting the academic standards.



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**c) Staff children:**

The school's third priority is to the children of staff working at GMS, meeting the academic standards. These admissions are subject to concessions and concessions are subject to management approval.

**Placement by Age and Transfer Certificate**

Grade placements are made according to the age norms set by KHDA. It is the parent/guardian's responsibility to work with the KHDA to validate placement of the student in the grade above or below the norm. Government regulation also requires a transfer certificate for all students from the child's current school in order to facilitate the correct placement. GMS abides by the KHDA statutory requirement which is explained in detailed in table and bullet points given below.

**a) Age Criteria**

Grade	KG1	KG2	Grade I
Age by 31st of July	4 Years	5 Years	6 Years

**b) For Overseas transfers**

- i) The TC has to be duly attested and the original needs to be submitted for Grade 2 and above.
- ii) For students coming from OMAN, the Transfer/School Leaving Certificate should be attested by the Indian Embassy/Foreign Affairs Ministry and the UAE Embassy located in that country.
- iii) For students coming from Gulf countries other than OMAN, the Transfer/School Leaving Certificate should be attested by the Ministry of Education, the Ministry of Foreign Affairs and by the UAE Embassy located in that country.
- iv) For the students coming from INDIA, The Transfer Certificate/School Leaving Certificate has to be attested by :
  - Education Officer of the Zone/District/Area, from where the Transfer Certificate/School Leaving Certificate has been obtained.
  - The seal and signature of the Education Officer has to be verified by the UAE council of India OR the Indian Consulate in Dubai and the Foreign Affairs Ministry, Dubai-UAE. The gap between the date of leaving and date of joining, should not be more than ONE MONTH.

**Enrolment Timings:**

**a) Admission – Beginning of Academic Session**

Admissions for the succeeding year will start by October end. Admissions will be confirmed on the basis of entrance test performed by the child.

**b) Admission – During the academic session**

Admissions is open throughout the year but confirms are subject to seat availability and KHDA Approval.

**Admission Assessment:**

The school conducts admission assessments of all applicants in order to establish their aptitude level and subject knowledge of English, Math, Science (and Arabic as applicable) and to ensure that the child is able to access the school's programme within the levels of support that are available. The admission syllabus may be referred from the school website.



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**KG1-** The prospective student should accompany parents, for an interaction. Confirmation of admission will be based on interactive session with the concerned department.  
**KG2 and above** – The prospective student should accompany parents. Placement test may be conducted at the time of admission. Admission is granted based on the scores done by the placement test / based on the reports of the latest examination passed.

The offer made to any candidate following an assessment will place a child in one of the following three admissions categories.

**a) Qualified Clearance**

Admissions to applicants from Grade 1 onwards are based on the performance on the admission assessment and behavior during the admission interaction. Qualifying admission assessment is as per the norms of CBSE terms ie, a minimum of 40% marks to be obtained.

**b) Retest Norms & Undertaking**

Applicants who fail to meet the academic standards of admission assessment are entitled for a re-test. This re-test is subject to performance shown in the previous years' report card.

If the applicant does not qualify for the re-test, the admission is confirmed with an undertaking from the parent. This differs case to case.

**5. Admission Categories: GMS admissions are categorized under three major heads**

**a) General Admission**

The admission assessment and a review of all supporting documentation for this category indicates that the child meets the academic standards with the general support following the general fee structure on the normal routine.

**b) Special Need Assistance Admission**

The admission assessment and supporting documentation indicate that the child is likely to need some additional support from the Special Educator. Case is later deemed to be necessary further assessment with amended curriculum. The parents may also have to provide outside of school assistance in the form of an extra tutor or other support technologies.

**c) Teaching Assistance : Admission**

The admission assessment and supporting documentation has indicated that the child will need additional support as Teaching Assistance and Special Educator of the school. In terms of appointing a Teaching Assistance staff exclusively is subject to additional charges and as per the sensitivity of the child's performance and behavior.

In certain circumstances, the school may also require that the family employ an Independent Learning Support Assistant (ILSA) at their own expense as a condition of admission. All ILSAs are subject to the policies, guidance and control of the school. All ILSA must have a qualification to do so. The school will not assist in the appointment of ILSAs, however, the school will advise parents of their on-going suitability for the position.

Any student that has applied and falls in the SEND category must have a full diagnosis by a medical professional or educational specialist. These reports must be given to the school at the time of application and cannot be more than one year old. All students entering into the school should have a full physical examination including hearing and vision. The report should be handed in along with all the other necessary registration documents.

**d) Limitations to SEND admissions**

For each Class Not more than 3 students can be admitted in the SEND admissions category into any Grade, and these children must be spread evenly through the Grade classes. Numbers of SEND admissions into smaller year groups cannot exceed 1% of the total General Admission base in each class.



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## 6. Admission Procedure

### a) Admission Criteria:

- Availability of seats
- Age of the student
- A good conduct report from the Head of student's present / previous school
- Entrance Test for Kindergarten 2 onwards in Math, Science, English (and Arabic).

### b) Admission Requirements and Documents to be submitted with the Registration Form

- a) Three copies of the student's passport with the valid visa of the UAE.
- b) Four recent photographs of the child (6x4 cm size) and one stamp-size photograph for the bus card.
- c) One photocopy of the Birth Certificate in English or Arabic. (Original must be attached along with for verification).
- d) Photocopy of the original mark sheet of the last examination passed at the previous school.
- e) A copy of the Student's EID & Parent's EID.
- f) Copy of the vaccination card.
- g) Original Emirates ID of the Student and Parent Sponsor for KHDA Registration (to be returned immediately after the on-line registration)
- h) Students seeking admission to the school from Grade 2 and upwards, are required to submit their original Transfer Certificate/ School Leaving Certificate of the school last attended, IN ENGLISH ONLY, duly attested as per guidelines given above (earlier).
- i) Submission of Previous School Records  
Families are required to submit the previous school records (i.e. Half Yearly mark sheets / Final report card) of the applicant. The Admissions Team is empowered to delay or halt the admission process if such documentation is not provided within time frame.
- j) Registration / Acceptance Qualifications  
To determine basic qualification, all candidates are expected to complete and return all the admission application forms, participate in placement testing.
- k) Students who have cleared the Entrance Assessment will be granted Provisional Admission subject to the: Availability of Seats; Meeting with the Principal / Supervisors; Age appropriate for the requested year level as per placement policy; Successful completion of the previous school year; Previous school records (transcript, transfer certificate, recommendation letters, and standardized assessment results as applicable.
- l) The gap between the date of leaving and date of joining, should not be more than ONE MONTH.

### Non-Acceptance for Enrolment

The school reserves the right to limit student enrolment and/or withdraw student participation at any time. Non-acceptance of students may occur during the admission process. Student candidacy or membership can be withdrawn any time before / after enrolment is complete. Non-acceptance usually occurs because of (not limited to) the following reasons:

- Space limitations (qualified applicants will be put into a waiting pool)
- Student is beginning the year in between the session, not having attended elsewhere.

### Notification of Acceptance

Families will be notified (call or email) in cases of acceptance or non-acceptance for enrolment.



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### Enrolment 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 Governance Team reserves the rights to limit enrolment as well as to exclude students at any time and without notice. The Governance Team also reserves the right to supersede the enrolment policies and may do so, as it sees fit and/or deems necessary.

### c) Fee Structure:

SN	Grade	Yearly Fee	Ist Term	2nd Term Fee	3rd Term Fee	Tuition fee Per Month
			Apr - 19 to Jun - 20	Sept-19 to Dec-20	Jan-20 to Mar-21	
1	KG - 1	3563	1068	1424	1071	356
2	KG - 2	3563	1068	1424	1071	356
3	Grade - 1	4002	1200	1600	1202	400
4	Grade - 2	4002	1200	1600	1202	400
5	Grade - 3	4002	1200	1600	1202	400
6	Grade - 4	4534	1359	1812	1363	453
7	Grade - 5	4534	1359	1812	1363	453
8	Grade - 6	4534	1359	1812	1363	453
9	Grade - 7	4534	1359	1812	1363	453
10	Grade - 8	5182	1554	2072	1556	518
11	Grade - 9	5182	1554	2072	1556	518
12	Grade - 10	5182	1554	2072	1556	518
13	Grade - 11	6478	1943	2588	1947	647
14	Grade - 12	6478	1943	2588	1947	647

### d) KHDA Regulations

#### a) KHDA – Online Name Registration

- All candidates, whose admissions are regularized by the school authorities, are to be registered and approved by KHDA.
- This registration and approval for each candidate is done through online portal by registering the Emirates ID of the student and parent through the card reader at the school PRO's office.
- The approval of KHDA results in displaying the candidate's name in their respective class on KHDA website.

#### b) KHDA – Parent – School Contract

- All candidates registered and approved admissions are subject to final confirmation in electronically signing a school contract with the school. ie., Parent School Contract.
- This contract is to be signed online or at School at Registrar's Office.
- The Parent – School Contract is a mandatory initiative introduced by KHDA in April 2015.
- The main objective of this Parent School Contract is that to bring more clarity on the mutually agreed terms.



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## 7. Withdrawals, Expulsions and Strike-offs

### a) Withdrawal:

1. One month written notice of intention of withdrawal is to be submitted to the school authorities.
  2. The 'Application Form', duly completed is to be submitted at the School Office along with a fee towards the Transfer Certificate after the letter of intent. In case of overseas transfer, an additional fee is to be remitted towards the stamping process of transfer certificate with the Ministry of Education.
  3. In case of refund and recovery, the school fees will be calculated as follows:
    - \* If the student attends school for two weeks or less, a month's fees will be deducted.
    - \* If the student attends school for period ranging between two weeks and one month, two months' fees will be deducted.
    - \* If the student attends for more than a month three months' fees will be deducted.
    - \* Transfer Certificate will be issued only after all the school dues have been cleared.
- Withdrawing a student from the school is open for parent's decision which is to be intimated to the registrar through a written notification or email communication with 30 days prior to the last working day of the student in class, followed by submission of manually filled in form available at Registrar's Office.
  - In-Dubai Transfers from one school to another is done through KHDA portal as online transfer. Transfer from one Emirate to another or to some other country is done by issuing a School Leaving Certificate by the School Registrar's office.

### b) Expulsions:

- Expelling students from school is subject to students' social, emotional and behavioural attitude at school and with his / her classmates.
- A formal discussion is held with the parent by the Principal in presence of Registrar/ Class Teacher / Supervisor / Special Educator for advice and guidance.
- If the parent seems to be non-cooperative and child is to be supported or guided with the services non-available within the provided facilities of the school, the parent is requested to withdraw the child from this school for better suitable prospects and welfare of the child.

### c) Strike Offs:

A pupil's name will be taken off the school rolls on the following grounds:

1. Consistent failure to pay fees on due date.
2. Absence from school for a period of 30 continuous days without prior permission of the school authorities.
3. Repeated failure in any class for a period of 2 years in succession.
4. For gross misconduct resulting in damage to the fair name of the School.
5. The pupil whose name is struck off the rolls may be considered for re-admission to the School at the Principal's discretion, but may be required to go through all the formalities of new admission.



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## 8. Responsibilities

### a) Registrar

- To review any special circumstances with Head of School and Admission Department
- To ensure that admissions policy and procedures are properly implemented, reviewed and updated as necessary from time to time.
- To meet prospective families and to assist in school tour programme, Admissions (which includes Development, Marketing, Support staff and Specialist admissions personnel).
- To receive, respond to and co-ordinate all applications and admissions
- To coordinate and conduct all tours of the school and to ensure that all parents have the information they require about the admission process and about the school itself
- To coordinate and assist with interactions KGs and assessment tests for Grades
- To liaise with Supervisors and other academic staff to ensure a smooth application, admission and orientation process
- To ensure that all documentation required by the school and the KHDA is present and in good order before an offer is made
- To maintain waiting lists for entry, prioritized by the principles laid down by the Admissions Policy.
- To ensure accurate data is in the schools admissions system and to coordinate data transfer into the school's on-line data management system and in students files.
- To ensure that all data required by Principal's Office is reported in a timely and efficient manner.
- Ensure that all documentation required by families whose children are leaving the school are completed within 10 working day of notice.
- To advise the Senior Leadership team about the size of each Admissions Category in all Grades in order to ensure that offers are made according to policy
- To advise and maintain the admissions office concerning the need for all official KHDA procedures and documentation
- To formally register and get approval for all students with the right government entity
- To coordinate and assist in the smooth transition of all new admission and leaving students.
- The Registrar and the Arabic Secretary are responsible for implementing the Admissions Policy on a day to day basis, and for ensuring correct procedure is followed and same is reported to Principal timely.

### b) PRO / Arabic Secretary

- To advise and support the admissions office concerning the need for all official KHDA procedures and documentation
- To formally register and get approval for all students with the right government entity.
- To coordinate and assist in the smooth transition of all new admission and leaving students.
- The Registrar and the Arabic Secretary are responsible for implementing the Admissions Policy on a day to day basis, and for ensuring correct procedure is followed and same is reported to Principal timely.



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**c) KG, Primary, Middle and Secondary Supervisors**

- To ensure that students meet the academic admission requirements of the school and are placed in the appropriate admissions category upon assessment.
- To actively conduct admissions tests for grades KG2 onwards by appointing teachers at scheduled times to support the on-going admissions process.
- To meet prospective parents and students at the request of the Admissions Department.
- To make recommendations for grade and class placement
- To liaise with the admissions office to finalise an admission.
- To ensure smooth orientation of the student upon entry and helping them settle

**d) Inclusive Education Dept:**

- To respond to requests for assessment and to comment on applications as requested by Registrar / Admission Officer / Supervisors.
- To undertake appropriate special assessments as required.
- To advise on class placement and Admissions Category, liaising as necessary with admissions office and class teachers.
- To monitor the progress and orientation of students who have been admitted as SEND students, ensuring they receive the appropriate support.
- To advise parents of student's that have not be accepted into the school as to what areas can be support and improved for possible re-assessment in the future.

**e) Class teachers**

- To welcome new students, ensuring a calm and purposeful start to school.
- To assign each student a 'buddy'.
- To advise concerning the placement adjustments.
- To ensure that the new student understands school systems and to answer parent and student questions.
- To contact parents as they see fit in order to support the new student.

**f) Principal:** The Principal will ensure that all procedures and policies are adhered as per the norms of the school.

