



# Admissions Policy 2023 – 2024

<b>Approved by:</b>	<b>Ms. Jan Steel</b>
<b>Date of review:</b>	<b>September 2023</b>
<b>Next review date:</b>	<b>September 2024</b>



At GEMS Royal Dubai School children aged 3 to 11 years will experience an enabling, inclusive environment which will inspire them to achieve and succeed. We encourage creative and critical thinking within the context of meaningful real-life learning experiences. As a vibrant, caring, harmonious community, and fully inclusive British curriculum school, we ensure that all students are supported and challenged to achieve success.

## 1 Introduction

**1.1** At GEMS Royal Dubai School, we follow the National Curriculum for England and Wales up to Year 6. The academic year runs from August to June. Children can be admitted during the academic year if a place becomes available subject to KHDA guidelines. GEMS Royal Dubai School provides an outstanding education for children aged 3-11 years.

**1.2** GEMS Royal Dubai School (RDS) prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to RDS, regardless of nationality, ethnicity or religion. RDS is a truly inclusive, international school.

## 2 Eligibility

**2.1** Admissions to the Foundation Stage are accepted on a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development.

**2.2** Admissions for Years 1 through to Year 6 will be subject to a review of the child's most recent school report and may include further additional assessments and/or an interview.

**2.3** We work in accordance with KHDA age enrolment guidelines and aim to place children in the appropriate year group. ***Children who are transferring from schools following a different curriculum are advised to contact our Registrar for advice prior to completing their online registration.***



**2.4** English is the language of instruction and daily operation at RDS. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. RDS can provide English Language support for students for whom English is an additional language, but this is an additional cost to parents for intensive support programmes. Parents will be encouraged to provide additional support prior to joining RDS for English language learning activities.

**2.5** RDS is a fully inclusive school and does accept children with some specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure RDS can provide appropriate support. ***Failure to disclose relevant information at the time of application may result in the withdrawal of a place.***

### **3 Admission Priorities**

**3.1** Admission will be subject to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure there is a balance of gender, academic abilities and nationalities.

**3.2** Following successful assessments children will be offered places with the following priorities:

- Emirati students
- Siblings of children enrolled at RDS at the time of admission
- Children of GEMS staff who are employed at RDS or SSC (as approved by the Chief Operations and Marketing Officer at SSC) at the time of admission.
- GEMS Corporate Office priorities
- All other applications.

### **4 Registering on a Waiting List**

**4.1** Enquiries regarding the school can be made via the online inquiry form which can be accessed via the school website or by contacting the school directly.

**4.2** To register on the waiting list all of the following steps must be completed.

**4.2.1** Complete online registration



- 4.2.2** Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar, or uploading scanned copies online.
- 4.2.3** Submit full details of any special education needs including recent reports from any doctors, therapists (e.g. Speech and Language Therapy, Occupational Therapy etc.), and individual education plans (IEPs) plus Educational Psychologist's reports if completed.
- 4.2.4** Pay a non-refundable registration fee of AED 525. This payment can be made at the school or online.

## 5 Accepting an Offer of a Place

**5.1** If the application is successful and a place is available, a letter of offer will be issued along with joining information. The offer remains valid for a period of 7 days. To secure the place, a non-refundable deposit of 10% of the yearly fees for the year group a seat is offered for, must be paid within 7 days. The first term's fees will be reduced by this amount.

**5.2** Parents should also submit the following documents:

**5.2.1** 1 copy of your child's and both parents' passports plus UAE residency page

**5.2.2** Transfer certificate from the previous school, from year 3 to year 6, must be on the school letterhead. It must include:

- Date of enrolment
- Year group placement
- Date the child left the school
- School stamp and signature and required attestations from government bodies for entry into years 3-6.
- If the child is transferred from inside Dubai, The Transfer Certificate is required from FS1 to Y6.
- The Transfer Certificate of students from schools located in any country other than Australia, Canada, Europe, New Zealand, USA, and UAE, MUST be in English or Arabic and attested by the Ministry of Education, the Ministry of Foreign Affairs, and the UAE Embassy.

**5.2.3** Full details of all vaccinations and immunizations for your child

**5.2.4** 1 copy of your child's and both parents' UAE ID both sides



5.3 All relevant information regarding the applicant must be included within the online Registration form including:

- 5.3.1 Information regarding allergies and special medical conditions.
- 5.3.2 Up-to-date contact details, and emergency telephone numbers for both parents and/or relevant guardian
- 5.3.3 Most recent school reports
- 5.3.4 Any additional needs & support

## 6 Conditional Offers of a Place at RDS

6.1 If you are offered a conditional place at RDS, you will be asked to provide:

- 6.1.1 Further documentation about your child's schooling (e.g. transfer certificate)
- 6.1.2 Evidence of application for residency or your residency status
- 6.1.3 Professional reports in support of identifying your child's learning needs
- 6.1.4 Agreement to provide additional support as specified at your cost (e.g. Learning Support Assistant, ELL support or provision of therapies)
- 6.1.5 A review period may be set at which point the student's progress will be reviewed to establish if RDS is the most suitable school to meet their particular needs.
- 6.1.6 An assessment or observation may be conducted, pending conditional offer letter.  
There maybe additional conditions to your offer that you will be asked to provide.

***6.2 If the conditional criteria are not satisfied, RDS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.***

## 7 KHDA Regulations

- 7.1 It is a requirement that all documentation (including the Transfer Certificate) must be submitted to the school before a child may attend school.
- 7.2 It is a requirement that the KHDA parent-school contract must be signed before the first day of school.

## 8 Fees

8.1 Our fee structure is approved by the Ministry of Education



**8.2** With full permission of the Ministry of Education, RDS reserves the right to make further charges for additional services for children for whom additional support is required. ***If after consultation parents will not pay for additional support, then RDS reserves the right to withdraw the child's place so that the education of others is not jeopardised.***

**8.3** Fees are paid one term in advance and should be paid to the accountant/cashier before the last day of the preceding term or, at the latest, prior to the first day of the term.

**8.4** Failure to pay school fees within 30 days of the start of term may result in a request for you to seek alternative arrangements for your child's education.

**8.5** You may pay school fees by bank transfer from your home country. Transfers must be payable to RDS and in United Arab Emirates Dirhams (AED). The amount received in dirhams by RDS should be the term's fees. All handling fees must be charged to the remitter. Any additional bank charges from your bank will be added to your account.

**8.6** Your child will be unable to attend school until the term fees have been settled.

## **9 Notice of Leaving**

**9.1** Wherever possible RDS requires one full term's notice that a child is leaving.

**9.2** The KHDA issues regulations about the collection of fees depending on the period that a child has been at school and RDS adheres to these regulations in full.

**9.3** When fees remain, unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.

The Principal's decision is final in all matters of admission.