GFS Admission Policy

Vision: Grow - Flourish - Succeed
Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.

1. Introduction

The GEMS Founders School, Dubai (GFS) admission policy has been developed as a part of 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 Executive 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 ascertain if 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 GFS, while maintaining the integrity and consistency of school policies and the application process. Proper placement will ensure that those students 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 is responsible for ensuring a clear admissions policy is in place in all GEMS Education schools
- The Executive 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 Enquiry Phase

Admissions/Promotional Instruments

- Website
- Virtual Tour
- 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 team
- Interested parents are encouraged to visit and tour the school
- Prospective families will be welcomed / treated as members of the school community
- Virtual tour (via the GFS website) - Virtual Tour (gemsfoundersschool-dubai.com)

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)
- Explanation of the intent, ethos and international nature of GFS

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 48 hours of receipt, with full follow-up within 72 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 cards and
- Any other reports that will outline key information such as attendance, conduct and contribution to school life.
- For students in Year 3 and above, GFS 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
- Attested 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/Carers are required 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
- Students requiring significant support to access the school will be referred to Small Steps. Once assessed by Small Steps' Educational Psychologist they will be accepted into GFS with the provision agreed with by the Small Steps team. Students do not need to be toilet trained to access Small Steps. More information regarding Small Steps and the partnership with GFS can be found on https://smallstepsbd.ae/

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 processes for students are determined by the school's leadership team 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. For further information on age placement, please follow the link: https://www.gemsfoundersschool-dubai.com/en/Admissions/Age-Placement
- 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
- Y10 & Y12 admission-upon subject option availability and final grades
- No student should be excluded based on academic performance alone.

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. For applicants who have gone through the admission process, the application fee of 525AED is:

- Refundable, if the school does not offer the student a place
- Non-refundable if the school offers the student a place but the family chooses not to accept
- Non-deductible from the tuition fees if the student is offered and accepts a place

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

We recognise the importance of early identification of students who may require additional support in order to determine whether appropriate, individualised provision can be delivered within our inclusive mainstream setting.

A formal diagnosis of SEND is not required for admission. However, full and accurate disclosure of any known or suspected additional needs is essential to enable the school to plan and implement appropriate support and provision from the outset.

Where relevant information is not shared at the point of admission, this may limit the school's ability to effectively assess and plan provision at an early stage. In such cases, the school will work with parents to review the student's needs and determine appropriate next steps in line with KHDA guidelines, the school's inclusion policy, and the Parent-School Contract.

Should we feel that a student may benefit from placement within the Small Steps Autism Unit, a referral will be made by the Head of Inclusion to the Small Steps BCBA with the parents' agreement and a meeting with the parents will occur.

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 Executive Principal/CEO also reserves the right to supersede the enrollment policies and may do so, as they see fit and/or deem 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 whom are working at the school
3. Students who have siblings attending the same school
4. Students from other GEMS Education schools in Dubai
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 aim of class placement is to create balanced, inclusive and supportive learning environments within each year group. Classes are carefully constructed to ensure an appropriate mix of students, taking into account:

- English language proficiency
- Academic readiness and attainment
- Identified additional learning or support needs
- Social and emotional considerations
- Nationality and cultural background
- First language
- Gender

This approach ensures that all students have equitable access to high-quality teaching and opportunities for success within a diverse classroom setting.

To maintain fairness and consistency, the school does not accept requests for specific class placements. Changes to class groupings during the academic year will only be considered in exceptional circumstances and at the discretion of the school.

A minimum IGCSE/ GCSE Grade 7 is recommended for entry to our AS Level courses. Where a subject is oversubscribed, places will be allocated based on this recommendation alongside additional factors, including, but not limited to, prior academic performance, attendance, behaviour, performance over time and contribution to the school community.

KHDA REQUIREMENTS

All students must be registered with the KHDA and parents must sign the Parent School Contract before the child starts in GFS. 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 and ensure that all outstanding fees are cleared within the stipulated time. 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 Executive 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.

TRANSFER CERTIFICATE GUIDELINES

In order for us to comply with KHDA regulations, and for us to register your child with the KHDA, 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 or Nursery (FS1-Year 1) do not require a Transfer Certificate. It is mandatory for students joining FS1 to Year 13 to submit a transfer certificate if they attended any other school or Nursery within Dubai. Any students joining GFS from Year 2 and above should provide an attested transfer certificate if they have attended any school outside of Dubai.

- 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).

Student Reference Requests

In all cases of a request from a school or a parent for a student reference, a GEMS Founders School Student Reference document will be completed and returned to the requesting school.
External or third-party reference forms will not be completed to ensure consistency, accuracy, and fairness in the information provided.
This approach also upholds our safeguarding and data protection responsibilities, ensuring that any information shared is appropriate and representative of the school's professional standards.

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 Executive 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.

Transfer Certificate and Withdrawals
Parents wishing to transfer their child to another school or withdraw from the school must submit a formal Transfer Certificate (TC) or withdrawal request. In accordance with KHDA regulatory requirements, fee calculations are based on the date the formal withdrawal request is submitted rather than the student's last day of attendance. Where a future withdrawal date has been agreed and the student continues attending school, the applicable leaving date will be used for fee calculation purposes based on KHDA's approved fee refund and prorate billing policy. See link to KHDA Parent Guide to Fee Deposits and Refunds for Private Schools for more details.

The Parents must give written notice to the Registrar of any withdrawal. The Registration Deposit is refundable if notice is provided at least sixty (60) calendar days before the year starts and non-refundable if less than sixty (60) calendar days' notice is provided. School fees will be refunded in accordance with the applicable KHDA Registration and Refund Policy, available at:

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.

4. Monitoring and review

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

Signed ……A Herron…… Date .....21/09/2026.....
Whole School Vice Principal

Signed …… Date .....21/09/2026.....
Associate Principal

Signed …… Date ..... 21/09/2026.....
Executive Principal/CEO/Executive Vice President of Education

Next policy review date: August 2027