



أكاديمية جيمس ولينغتون - شارع الخيل
GEMS Wellington Academy
AL KHAIL

Admission Policy

2024-25

Date last reviewed | June 2024

Review period | Annually

Lead Reviewer(s) | Primary & Secondary Principal

***“Empowering today,
for a limitless tomorrow.”***



**Limitless
Learning**



**Limitless
Solutions**



**Limitless
Possibilities**

1 Introduction

- 1.1** At GEMS Wellington Academy- Al Khail, we follow the National Curriculum for England. The academic year runs from August to July. Children can be admitted during the academic year if a place becomes available subject to KHDA guidelines. GEMS Wellington Academy – Al Khail provides an outstanding education for children aged 2 or 3- 18 years.
- 1.2** GEMS Wellington Academy – Al Khail (GWEK) prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply to GWEK, regardless of nationality, ethnicity or religion. GWEK is a truly inclusive, international school.

2 Eligibility

- 2.1** Admissions to the Early learning Centre 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 to Y1-Y12 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 different curriculum are advised to contact our Registrar for advice prior to completing their on-line registration.***
- 2.4** English is the language of instruction and daily operation at WEK. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. WEK does provide English Language support for students for whom English is an additional

language or may yet to be have learned. However, parents will be encouraged to provide additional support outside of school for early English Acquisition.

- 2.5** GWEK 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 GWEK 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, including those with SEND, of children enrolled at GWEK at the time of admission
 - Children of GEMS staff who are employed at GWEK or Corporate Office 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 enquiry form which can be accessed via 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 on-line registration
 - 4.2.2** Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload 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 registration 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 Parent should also submit the following documents

- 5.2.1 1 copy of your child's birth certificate
- 5.2.2 1 copy of your child's and sponsor's passport
- 5.2.3 Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp, signature and required attestations from government bodies for entry into year 3-13. 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 and either by UAE Embassy in origin country OR the Ministry of Foreign Affairs in Dubai.
- 5.2.4 Full details of all vaccinations and immunizations for your child
- 5.2.5 1 copy (front and back) of your child's and both parents' UAE ID

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

- 5.3.1 Information regarding allergies, special medical conditions, etc.
- 5.3.2 Up to date contact details, and emergency telephone numbers for both parents
- 5.3.3 Most recent school report

6 Conditional Offers of a Place at GWEK

6.1 You may be offered a conditional place at GWEK. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may 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 providing additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies);
- 6.1.5 A review period may be set at which point the pupil's progress will be reviewed to establish if GWEK is the most suitable school to meet their particular needs.
- 6.1.6 An assessment or observation may be conducted, pending offer letter acceptance.

6.2 ***If the conditional criteria are not satisfied GWEK 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 must be submitted to the school and KHDA contracts signed before a child may attend as a pupil.
- 7.2 Failure to produce a transfer certificate within one month of the date of joining may result in a child's place at WEK being withdrawn.

8 Fees

- 8.1 The GWEK fee structure is approved by the Ministry of Education
- 8.2 With full permission of the Ministry of Education, GWEK 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 GWEK reserves the right to withdraw the child's place so that the education of others is not jeopardized.

- 8.3 Fees are paid one term in advance and should be paid to the accountant / cashier preferably before the last day of the preceding term or, at the latest, prior to the first day of 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 GWEK and in United Arab Emirate dirhams (AED). The amount received in dirhams by GWEK 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. Please call the accounts department for further details.

9 Fee Concessions

- 9.1 The Principal considers requests for fee concessions from employees.
- 9.2 There are no special arrangements for fee concessions.

10 Notice of Leaving

- 10.1 Where ever possible GWEK requires one full term's notice that a child is leaving.
- 10.2 The KHDA issues regulations about the collection of fees depending on the period that a child has been at school and GWEK adheres to these regulations in full.
- 10.3 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.