



# جيمس مودرن أكاديمي GEMS Modern Academy



## **GEMS MODERN ACADEMY ADMISSION AND WITHDRAWAL POLICY**

### **Introduction:**

GEMS Modern Academy is an ICSE/ISC school with English as the language of instruction. It also offers the IB Diploma Programme. In line with the mission of the school, students are nurtured and encouraged to achieve their ultimate potential, by creating an all-inclusive, student- focused learning environment and providing opportunities for enrichment in the fields of academics, sports and fine arts.

### **Aims:**

- To have a clear and transparent policy for admission that meets the statutory and regulatory requirements of KHDA, the CISCE Council and the IB board.
- To ensure procedures and rules are adhered to at all times.

### **Responsibilities:**

- The Registrar and Admission Secretary are responsible for managing enquiries and administration of admissions up to the point of school entry. This includes documentation, admission assessments and other processes related to admission.
- The Principal, Vice Principal and respective Supervisors are responsible for interviewing parents and prospective pupils and ensuring that the school can meet the student's needs.
- The School Counsellor and Special Educator may be consulted during the admission process for advice regarding a student with physical disabilities and/or learning challenges.

### **Criteria:**

1. Availability of seats in the appropriate age group.
2. Previous academic records.
3. Entrance Test/Interview and the student's ability to cope with the academic programme and contribute positively to the school.
  - a. PreK to KG2: Observation Session
  - b. Grades 1 - 3: Written test in English and Math
  - c. Grades 4 – 12: CAT 4
  - d. IB: CAT 4
4. The school's ability to meet the needs of the student.
5. Age Guideline - As per the KHDA regulation, the following age guidelines must be followed
  - Pre KG – 3 years as on 31<sup>st</sup> July.
  - KG 1 – 4 years as on 31<sup>st</sup> July.
  - KG 2 – 5 years as on 31<sup>st</sup> July.





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- Grade 1 – 6 years as on 31<sup>st</sup> July.
6. Preference is given to siblings.

## Admission Timeline

Admission for the academic year commences end September of the previous year. Entrance tests and interviews are conducted in October offer letters are given within 24 hours of testing. Admissions must be confirmed by the parent within a week of receiving the offer letter failing which, the offer may be withdrawn.

A week before the start of the academic year, there is a detailed orientation for new students and their parents for which attendance is compulsory.

## Admission procedure:

Tours of the school campus are conducted on Mondays (Kindergarden and Primary) and Wednesdays (Middle and Senior) at 9:00am. Parents must contact the school to book an appointment.

The first step is to fill the Student Online Enquiry Form available on [www.gemsmodernacademy-dubai.com](http://www.gemsmodernacademy-dubai.com). The application fees of AED 525/- needs to be paid online and the documents have to be uploaded to complete the online registration. The list of documents required:

- Passport copies of the student and parent along with valid UAE residence visa
- Emirates ID copies of both student and parent
- Birth Certificate copy (English or Arabic)
- Two years school reports including any learning support documents pertaining to your child's educational needs. (for Early Years, please submit nursery reports if available)
- Transfer Certificate (only needed at the time of enrolment)
- Updated immunization records along with school immunization form duly filled (form available on school website)
- Two Passport size photos with white background

**For Nursery/Kindergarten** students, accompanied by their parents for an observation session. Based on the observation, an offer letter/regret letter is sent to the parent.

**Grades 1 – 3** must appear for paper-pencil entrance tests in English and Mathematics. These tests will be based on the syllabus covered in the previous class. Portions for the same are provided at the time of scheduling the entrance test.

**Grades 4 – 12** are tested with the online Cognitive Ability Test (CAT) suitable for their age. This is a skill based test and therefore no prior preparation is required.





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A subsequent interview with the Supervisor of KG, Head Primary, Dean of Studies, Vice Principal or Principal is mandatory depending upon the age of the child.

In some cases, where special needs have been detected, the student may be called in for a re-assessment with the special educator.

## **Students with Physical Disabilities and learning challenges:**

The admission philosophy of the school is inclusive as per federal law. By and large students who have special needs are admitted, if the school has the ability to support their special educational needs. For further information, kindly refer to the school's policy on Inclusion:

## **Conditions for refusal of admission:**

While we try to accommodate as many students as we can, there are constraints concerning limitations of numbers in each class. The rest are put on a waiting list and informed as and when vacancies arise.

## **Exceptions:**

- Due to the transient and sometimes uncertain nature of the working population in Dubai, exceptions are made where necessary. All such decisions are made only after the approval from the Principal of the school.
- In rare cases, a conditional/provisional offer may be made with parents clearly understanding the nature of the conditional offer.

In all cases, admission procedures laid down by the Ministry of Private Education have to be adhered to:

## **Confirmation of placement:**

Upon acceptance of a seat at GEMS Modern Academy, the students have to be registered in the KHDA system. Original Emirates IDs of student and 1 parent to be presented and original attested TC to be submitted (TC applicable for Grade 2 upwards –overseas) IN ENGLISH ONLY, duly attested as per guidelines given below:

- From a school within Dubai, hard copy of the TC from the previous school
- From a school in Emirates other than Dubai, attestation from the local Educational Zone of that Emirate to which the School belongs

**For students coming from other GCC countries, the Transfer Certificate should be attested by:**





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- Ministry of Education
- Ministry of Foreign Affairs
- UAE Embassy (all of the above located in that country)

**For students coming from countries other than GCC countries the Transfer Certificate should be attested by:**

- The Education Officer of the Zone/District/Area from where the TC has been obtained
- The seal and signature of the Education Officer has to be attested by the Indian Consulate in Dubai.
- Ministry of Foreign Affairs, UAE.

### **Withdrawal Procedure:**

- Online TC application to be made on parent portal
- The completed Withdrawal Form along with a fee of Dhs. 120/- for the Transfer Certificate (which can be paid online) is to be submitted to the school office after the online withdrawal process.

### **Strike Off:**

A pupil's name will be struck off the School Rolls on the following grounds after the approval of the Ministry of Education.

- Absence from school for a period of 30 continuous days, without prior permission of the school authorities
- Repeated failure in any class for a period of two years in succession
- For gross misconduct

