

**Introduction:**

GEMS Modern Academy is affiliated to the CISCE and is Authorized to offer the International Baccalaureate (IB) Primary Years Programme (PYP), Middle Years Programme (MYP) and the Diploma Programme (DP) with English as its language of instruction.

The academic year begins in April and ends in March of the following year for all students except those enrolled in the DP. The IB Bridge Programme runs from April to June with the Academic Year spanning from September to June.

**As per KHDA guidelines for instructional days, the school year is divided into 3 terms:**

Term 1 - April to June

Term 2 - August/September to December (Term 1 for IBDP)

Term 3 - January to March

Admissions officially commence at the end of September for the April Term. Ongoing admissions also take place during the year based on the availability of open spaces.

We welcome students of all nationalities and all curricula, including home school students, as permitted by the regulatory authorities. In line with the mission of the school, all students are nurtured and encouraged to achieve their optimal 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 emphasize a clear policy driven approach to ensuring an inclusive and equitable acceptance of diverse groups of students.

**Responsibilities of the school:**

The Registrar and Admissions Secretary are responsible for managing enquiries and administration, including documentation, admission assessments and other processes related to enrollment.

The Principal, Vice Principal and respective Supervisors are responsible for interviewing prospective parents and pupils and ensuring that the school can meet the student's needs.

The School Counsellor and Special Educator may be consulted for students of diverse backgrounds and needs, with possible physical disabilities and/or learning challenges.

**Criteria:**

- Availability of seats in the appropriate age group.
- Previous academic records
- Entrance Test/Interview and the student's ability to cope with the academic programme and contribute positively to the school.
- PreK to KG2: Play based observations.
- Grades 1 - 2: Review of academic records and written test in English and Math.
- Grades 3 – 12 and IBDP: CAT 4
- Age Guideline - As per the KHDA regulation and effective for the Academic Year starting April the following age guidelines must be followed:
  - Pre KG: 3 years as on 31st March
  - KG 1: 4 years as on 31st March
  - KG 2: 5 years as on 31st March
  - Grade 1: 6 years as on 31st March
- Preference is given to siblings of existing students and Alumni.

**Responsibilities of the parent:****Policy regarding the collection of vaccination record on admission**

**Purpose:** GEMS Modern Academy is committed to ensuring the health and safety of its community members. To uphold this commitment, the school has established guidelines for the collection of vaccination records in line with the Dubai Health Authority guidelines.

**Submission of Vaccination Records on Admission:** All students must submit a copy of their original vaccination record, dating from birth, indicating the student's name and date of birth. This submission should take place before the commencement of classes. If the vaccination record is in a language other than English, it needs to be formally translated. Translations from online tools like Google translate are not acceptable.

**Exemption from Vaccination:** Parents seeking exemption due to medical, or other valid reasons must provide a letter from the relevant authority detailing the exemption and the reasons behind it. For medical exemptions, the treating physician should furnish a letter explaining the grounds for exemptions.

**Lost Vaccination Card or Refusal to Vaccinate:** If a vaccination card is lost or if parents refuse vaccination, a formal letter explaining the circumstances must be provided before the school year begins.

**Record Storage and Confidentiality:** Vaccination records will be securely stored and managed in strict compliance with applicable privacy laws and regulations. Access to vaccination records will be limited to authorized personnel involved in verification and maintaining a safe environment.

**Admission procedure:**

Parents must contact the school to book an appointment for school tours.

Tours of the school campus are conducted on Mondays (Kindergarten and Primary) and Tuesdays (Middle and Senior) at 2:30 pm.

**The Student Online Enquiry Form** is available on [www.gemsmodernacademydubai.com](http://www.gemsmodernacademydubai.com). The application fees of **AED 525/-** can be paid online.

**Registration is complete only after the following documents are uploaded:**

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

Upon successful registration, parents are contacted to schedule the entrance test/interview for the students.

Post the test students and parents meet the senior leadership team/educational supervisor and career counsellor (for senior section) to clarify any information regarding academics/administration.

Once all aspects for a successful admission are fulfilled, the offer letter is 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 (due to the transient and sometimes uncertain nature of the working population in Dubai, exceptions are made where necessary after approvals).

**On confirmation of placement:**

Upon acceptance of a seat at GEMS Modern Academy, the students will be registered in the KHDA system. Copies 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 (including Nurseries)  
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:**

- 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 (or designated officer), verified by the respective country Consulate in Dubai.
- Ministry of Foreign Affairs, UAE.

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

Students with Physical Disabilities and learning challenges:

Modern's admission philosophy is inclusive and in keeping with Federal Law (no.29). Students with special needs are admitted if the school can support their special educational needs. For further information, kindly refer to the school's Inclusion Policy.

**Conditions for refusal of admission:**

While we try to accommodate as many students as we can, there are constraints concerning the limitations of numbers in each class. Students may be placed on a waiting list when classes are at capacity.

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 KHDA will be adhered to.

**Withdrawal Procedure:**

Online TC application to be made on parent portal.

All dues of tuition and transport fee to be paid.

A fee of AED 126 for the Transfer Certificate (paid online).

**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 as per the Behavior policy

Fee default as per GEMS policy

**Last updated:** November 2023

**Next review:** December 2024