

**Introduction:**

GEMS Modern Academy is affiliated to the CISCE and is Authorized to offer the International Baccalaureate (IB) Primary Years Programme (PYP) and the Diploma Programme (DP). It is also currently a Candidate School for the Middle Years Programme (MYP) 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 from 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:

- 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:

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: Play based observations
 - b. Grades 1 - 3: Review of academic records and written test in English and Math if required
 - c. Grades 4 – 12 and IB: CAT 4
4. Age Guideline - As per the KHDA regulation and effective for the Academic Year starting April the following age guidelines must be followed:
 - a. Pre KG: 3 years as on 31st March
 - b. KG 1: 4 years as on 31st March
 - c. KG 2: 5 years as on 31st March
 - d. Grade 1: 6 years as on 31st March
5. Preference is given to siblings of existing students and Alumni

Admission procedure:

1. Parents must contact the school to book an appointment for school tours.
2. Tours of the school campus are conducted on **Mondays (Kindergarten and Primary)** and **Tuesdays (Middle and Senior) at 1:30 pm.**
3. The **Student Online Enquiry Form** is available on www.gemsmodernacademydubai.com. The application fees of **AED 525** can be paid online.
4. 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 (*mandatory to confirm admission*)
 - Updated immunization records along with school immunization form duly filled (form available on school website)
 - Two Passport size photos with white background
5. Upon a successful registration, parents are contacted to schedule the entrance test/interview for the students.



6. Post the test students and parents meet the senior leadership team/educational supervisor to clarify any information regarding academics/administration.
7. Once all aspects for a successful admission are fulfilled, the offer letter is given **within 24 hours** of testing.
8. 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).

9. **On confirmation of placement:**

Upon acceptance of a seat at GEMS Modern Academy, the students will 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:
 - (i) Ministry of Education
 - (ii) Ministry of Foreign Affairs
 - (iii) 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:
 - (i) The Education Officer of the Zone/District/Area from where the TC has been obtained
 - (ii) The seal and signature of the Education Officer (or designated officer), verified by the respective country Consulate in Dubai.
 - (iii) Ministry of Foreign Affairs, UAE.

10. 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

The completed Withdrawal Form along with a fee of AED 120 for the Transfer Certificate (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 as per the Behaviour policy
- Fee default as per GEMS policy

Last updated: September 2022

Next review: October 2023

