



مدرسة جيمس الدولية – شارع الخيل
GEMS International School
AL KHALIL



2019 - 2020 Admissions Handbook

GEMS
EDUCATION



WE ARE A
CIS
ACCREDITED
SCHOOL

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Overview of GEMS International School – Al Khail

Mission Statement

To develop lifelong learners who engage in meaningful learning experiences that build compassion, resilience and understanding of their role in our ever-changing global community.

Vision Statement

Providing an exceptional quality education to a international community.

The Admission Process

1.1 Introduction

Admission policies and procedures have been established to make certain that students are appropriately placed at GEMS International School – Al Khail, while maintaining the integrity and consistency of school policies and the application process. Proper placement will ensure that those students admitted benefit fully from the educational programming offered at GIS 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 best for each student.

1.2 Mission

The purpose of the Admissions Office is to provide central services for the enrollment and/or withdrawal of students at GIS and all related transitional assistance.

1.3 Vision

The GIS Admissions Team (in support of the GIS vision), will endeavor to:

- Provide a warm welcome and positive first impression of the school, emphasizing the curriculum; the challenging, diversified programming; and the supportive learning environment.
- Create a partnership with parents and families from 'inquiry to enrollment' in determining probable success or 'appropriate fit' at GIS.
- Maintain consistency with and dedication to GIS policies and procedures to ensure that there is a positive and efficient admissions experience for all constituents, especially for applying families.

1.4 Interface

The Admissions Team collaborates directly with Prospective Parents, Principals, Curriculum Coordinators, Counselors, Parent Relations Executives, Reception, and Finance Office.

1.5 Related Services

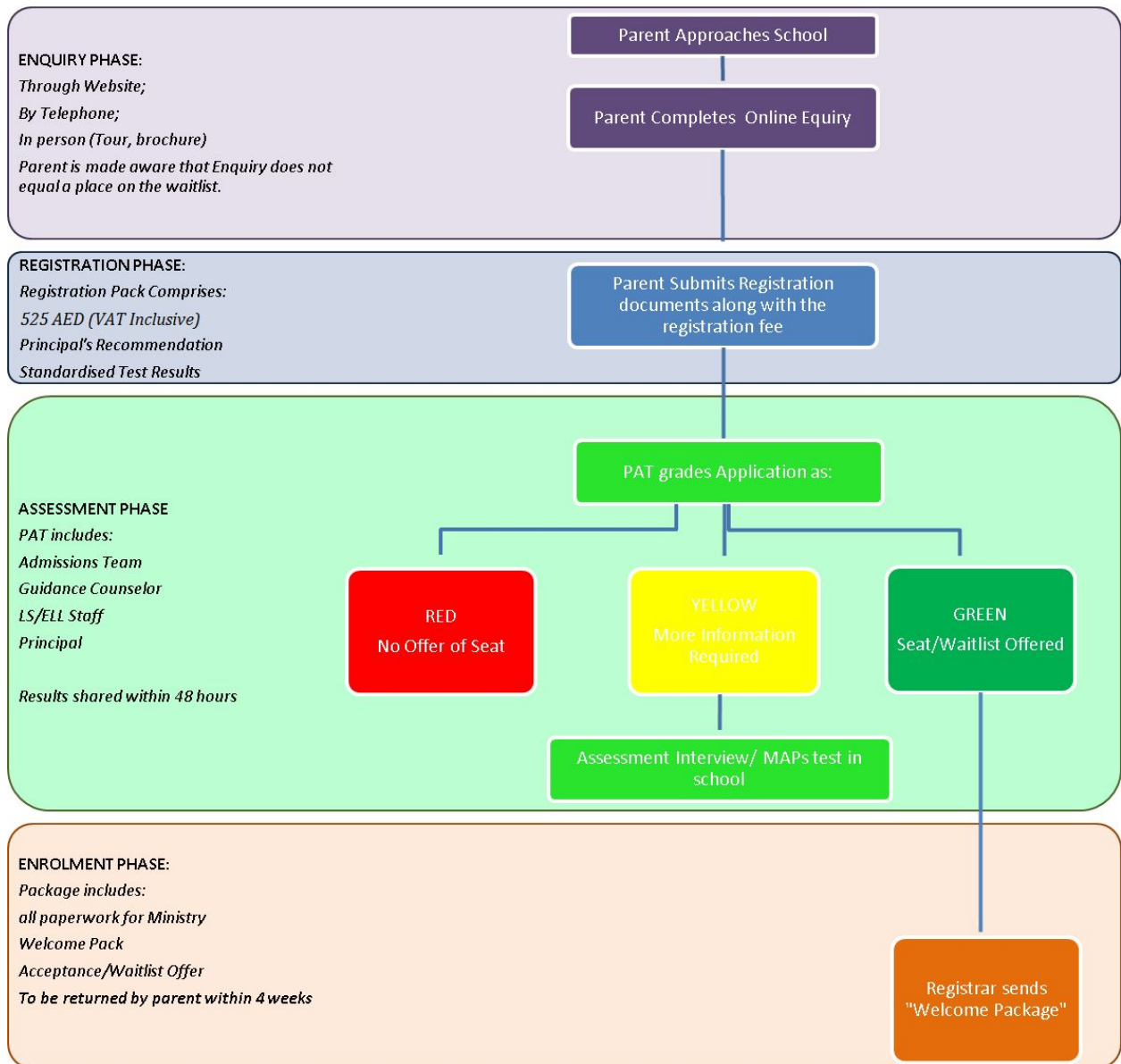
- Welcome Tours – Parent Relations Executives, Reception, Admissions Team
- Placement Assessment – Placement Assessment Team (Counselors, ELL/LS staff)
- Transfer Certificates - Admissions Team, Arabic Secretary
- Ministry of Education Coordination – Arabic Secretary
- Placements, Record Review – Counselors, Coordinators, Principals, Superintendent
- Billing and Fee Collection – Finance Office
- Student/Family/Company Reports and Enrollment Statics – Registrar
- Family Relations – Parent Relations Executive, Principal; Head of School



- Withdrawal/Exit Surveys – Admissions Team

1.6 Graphic Overview of the Admission Process

The first graphic image below illustrates the general admissions process, which is further simplified for public display purposes in the second graphic.





The Inquiry Phase (Step 1)

2.1 Admissions / Promotional Instruments

- Website: www.gemsinternationalschool-alkhail.com
- GEMS online Student Inquiry Form
- Brochure with complete information about GIS and its programs is provided to prospective families and/or sponsoring organizations.
- Registration forms requesting additional documentation will be sent out to families once a completed application has been received.

2.2 Campus Tours for Prospective Families

- Appointments will be scheduled through the GIS Reception Team
- Interested parents are encouraged to visit and tour the school
- Prospective families will be welcomed and treated as members of GIS community
- Focus of visits will include:
 - Introduction to the school and GEMS Education (mission, vision, unique qualities)
 - Tour of campus (focus on how we utilize our resources for education)
 - Application procedures (to be fully completed during visit if interest exists)
 - Questions specific to the family or student.

2.3 Phone, Fax, Mail, Web, and Email Inquiries

The Admissions Office will send brochures and application materials to prospective families by email, fax, or post.

The Admissions Office will acknowledge all email inquiries regarding admissions within 24hrs of receipt, with full follow-up within 48hrs.

Application, Assessment and Registration (Step 2)

3.1 Submittal of Previous School Records

Families are responsible for submitting properly attested official documents (i.e. transcripts, report cards, etc.) pertaining to the applicant's previous 2 years of school experience (as applicable). The Admissions Team is empowered to delay or halt the admission process if such documentation is not provided within a four-week time frame.

3.2 Placement Assessment

All applicants for Grades 1-10 are required to complete a reading, writing, and numeracy assessment. GIS conducts assessments using the standardized MAP (Measure of Academic Progress) and/or CAT4 tests. Students applying to GIS from schools which participate in MAP and/or CAT4 may be excused assessment if they provide a recent (within 6 months of date of application) MAP and/or CAT4 test result and a letter of recommendation from the sending Principal.

Students entering PreK, KG1 and KG2 will be invited to a group assessment designed to determine school readiness. All acceptances in these 2 grades are conditional for the first quarter of the year. If it becomes apparent during this time that a student would benefit from a delay in commencement of formal schooling, GIS reserves the right to revoke the offer of a place.



Students re-entering GIS may be exempt from re-assessment (if absent no more than one school year) with documentation of continued education during the absence. This decision is at the sole discretion of the Principal.

The Principal reserves the right to waive the placement assessment if satisfied with the academic records provided during application.

3.3 Registration / Acceptance Qualifications

To determine basic qualification, all candidates are expected to complete and return all the admission application forms, participate in placement testing, and pay the entry fee before student registration.

Student acceptance is based on space availability and the following minimum criteria:

- Age appropriate for the requested grade level as per GIS placement policy
- Successful completion of the previous school year
- Admission/placement assessment results
- Previous school records (transcript, transfer certificate, recommendation letters, and standardized assessment results as applicable)
- Fluency level in English as an Additional Language (ELL)
- Grade level student demographics (for balanced diversity in each classroom).

3.4 Exceptional Registration / Acceptance

On occasion, the Corporate Office may refer students from influential families to the Admissions Office. The Superintendent/CEO will discuss the matter with Corporate Office to determine whether an exceptional acceptance should be granted.

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

Non-acceptance usually occurs because of, but is not limited to, the following reasons:

- Space limitations (qualified applicants will be put into a waiting pool).
- Student is beginning the year after October 1st, and has not attended school elsewhere in the preceding 30 days.
- English proficiency.
- Assessment results do not meet minimum academic standards to indicate success in the program.
- Student requires significant modification to school's instructional program.
- Student has educational learning differences not supported by existing services.
- Student has cognitive, social, emotional disabilities not supported by existing services.
- Student has physical disabilities requiring modifications not available at the school.

3.6 Notification of Acceptance

Families will be notified by phone or email within 24-72hrs of taking a placement assessment provided that complete applications, with all supporting documentation, have been submitted.

3.7 Part-Time Students

GEMS International School – Al Khail does not accept part-time students.



3.8 Transferring Students

Students transferring within the UAE must complete the process before November 1st. Students transferring from IB programs abroad must complete the process by May 1st.

The Principal is empowered to approve or deny the enrollment of transfer students on a case-by-case basis. Before considering an application to transfer, the school must receive a letter of recommendation from the administration of the previous school summarizing the student's academic, behavioral, social and emotional status.

3.9 Faculty Students

It is assumed that children of contracted employees will be required to take a baseline assessment prior to the start of classes to determine appropriate placement.

3.10 English Language Proficiency (Grades 1-12)

The school may admit students with limited proficiency in the English language after giving consideration to:

- space availability,
- records of past academic achievement,
- results of the placement assessment,
- and level of student support required.

The need for English Language support will be identified during the placement assessment and, if required, enrollment in the ELL (English Language Learner) program will form a non-negotiable condition of acceptance to GIS. Parents will be notified that additional fees will be applied to their tuition to cover the support provided.

3.12 Special Educational Needs

The school is a fully inclusive school and where resources such as facilities, materials, staffing and community services allow for support, students are not refused placement based on their additional needs. Students who have physical, emotional, or learning needs that cannot be appropriately served by school resources will not be admitted. The school reserves the right to discontinue a student's participation at GIS if problems beyond the scope of the school's program are discovered after acceptance. The need for Learning Support Services will be identified during the placement assessment and, if required, enrollment in the LS/SEN (Learning Support/Special Education Needs) program will form a non-negotiable condition of acceptance to GIS. Parents will be notified that additional fees will be applied to their tuition to cover the support provided.

3.13 Comprehensive Educational Testing

When educational difficulties surface during the year (including but not limited to: serious deficiencies in academic achievement, social, emotional or physical impairment), parents may be asked to withdraw their child pending an external comprehensive specialist assessment. Re-enrollment will be considered only after full disclosure of those assessment results.

It is the parents' responsibility to have this assessment done, and to assume the associated cost. Compliance with the request for comprehensive assessment does not guarantee re-admission to GIS.



Enrollment Phase (Step 3)

4.1 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. However, enrollment and class size limitations are established each year by the GIS Administration. The Administration reserves the right to limit enrollment as well as to exclude students at any time and without notice. The Administration also reserves the right to supersede GIS enrollment policies as it deems necessary.

4.2 Enrollment Priority

Students who meet admission requirements may be enrolled on the following priority:

- Emirati National students
- Clients who have purchased ARP seats
- Children of faculty and administration
- Siblings of currently enrolled students and/or alumni
- Students from other GEMS schools in Dubai, including students from Little GEMS International
- Students from other GEMS schools globally
- Those previously enrolled in the IB program
- International students who bring diversity to the existing demographics
- Other students who have completed application procedures and meet entrance requirements.

4.3 Grade Placement

The school reserves the right to place a student at the grade level that best serves the educational needs of the child, regardless of the previous grade completed or age of the child. A conservative placement is used in order to best serve the educational needs of the student. If the school feels that grade retention is in the best interest of the child, parents will be asked to sign a Retention Form to confirm support of the decision.

4.4 Class Placement

The goal of class placement is to create similar sections within each grade level. Each of the sections will be as balanced and diverse as possible with regard to the following student characteristics:

- English language fluency
- Educational needs and ability level
- Cultural background
- Mother tongue language
- Gender

4.6 Special Enrollment Requests

All special enrollment requests will be submitted to the Admissions Committee (see Clause 6.8) and will be considered on a case-by-case basis, given space available, with priority assigned to:

- Students fluent in written and spoken English language who have siblings already enrolled in the school
- Students transferring from other GEMS schools with high recommendation
- Board endorsed acceptances



4.7 Late Enrollment:

Primary school has a rolling admission policy. Students may be accepted provided they are assessed at grade level. In all cases, the division level Principal will make the final decision in consultation with the Principal/CEO, and after receiving recommendation from the previous Principal.

4.8 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 have been paid, with postdated check(s) included for the second semester, unless they have arranged another payment plan with the Finance Office.

Ministry of Education law gives parents a maximum of one month from the due date to delay fee payment.

If a student joins GIS in mid-term, the applicable tuition fee will be prorated based on the number of full weeks in the term. If parents request a reserved seat for a late arrival, the fee will be levied from the date of notice or from commencement of the academic year.

4.9 Tuition Invoicing

- First term invoices (listing fee structure) will be issued and sent by May 1st.
- Second term invoices will be sent by Dec. 15th, prior to winter break.
- Third term invoices will be sent by Mar. 15th.
- Invoices for rolling admission will be sent once parents confirm acceptance offer.

4.10 Tuition Refunds

If a student attends up to two weeks, one full month's tuition fees will be charged. If a student attends for more than two weeks but less than one month, two full months' tuition fees will be charged. If a student attends school for more than one month, the entire term tuition fees will be charged. For these purposes a month's fees is calculated by dividing the annual fees by 10 months.

4.11 Collection of Outstanding Tuition Fees

7 days overdue- first reminder is sent. (Family urged to make contact if they are in financial difficulty).

14 days overdue- second reminder is sent. (Family invited to make an appointment to discuss the situation with the Finance Office.)

21 days overdue- final reminder is sent, and the Finance Office advises the Superintendent/CEO of how many students are at risk of exclusion.

28 days overdue- an exclusion letter is sent issuing a 3 school day exclusion to begin one school day later. Exclusion -The child is temporarily excluded for three school days. If the child is present at school despite being excluded, they are not allowed to attend class. The parent or guardian will be contacted immediately and asked to collect the child as soon as possible. While awaiting collection, embarrassment to the child must be avoided at all cost.

Inclusion - on the 4th school day the child is allowed back in class. The exclusion letter is re-sent as necessary, with exclusion recommencing the next day (repeat).

* The exclusion cycle will continue until fees are paid, or until a student reaches 20 unexcused absences. At that point credit for grade level or subject classes can no longer be granted and student withdrawal will be initiated immediately.



Re-enrolments

To secure a place for the next academic year, a re-enrolment process is held each year at the beginning of 2nd term or semester. Re-enrolment is managed through GEMS CRM (Salesforce) and automated communication is sent to parents as reminders. In line with the KHDA announcement as of 25 September 2018;

- Schools may open re-registration at any time during the year, however the below measures are now in place in regards to the collection of re-enrolment fees:
- For schools starting the academic year in September, re-registration fees can only be collected after the end of spring break.
- The above is applicable from the current academic year onwards.

At the time of collecting the re-enrolment fees for all students:

- This amount is adjustable against the 1st term or semester tuition fees, and is not an additional fee.
- The fee is non-refundable should the student not take up the seat in the next academic year.
- A family whose circumstances have changed after payment of the re-enrolment fee may be eligible for a refund, if the request is submitted with proper evidence to the Principal/Head of School.

Students who are not in compliance with local government regulations or have unpaid school fees, will not be eligible to re-enrol and continue at the school the next academic year.

Withdrawal Phase (Step 4)

5.1 Withdrawal Disclaimer

The School reserves the right to withdraw student candidacy or membership at GIS any time before or after enrollment has been completed, especially when student behavior is deemed unsympathetic with the school community standards or when tuition fees have been in arrears for more than a month without a payment agreement in place.

Counseling Staff and Admissions Personnel will work together to ensure that the students leaving the GEMS International School – Al Khail and/or the UAE have a positive transition, regardless of the circumstances precipitating their departure.

5.2 Personal Leave or Graduation

Families can have a variety of reasons for withdrawing their students from school. GIS will ask each departing family (either personal withdrawal or graduation) to complete an exit survey, so that we can continuously improve service and better meet client needs.

5.3 Academic Withdrawal

Students not meeting the grade level expectations will be the subject of a focus report which prescribes an action plan for the student, parents, and teacher. Students who do not meet the improvements required by the focus report as of May 1st may be counseled to find alternative options for the following academic year.



5.6 Release of Student Records

The school Registrar will process requests (internal and external) for the release of academic records to families and/or sponsoring companies. Files (in whole or in part) will not be released unless all outstanding fees have been paid in full (including the return of GIS equipment and/or supplies). Once fees are paid, the Admissions Office will modify enrollment codes and collaborate with Finance for invoicing as necessary.

5.7 Archiving Student Records

When a student withdraws or graduates from GEMS International School – Al Khail without taking official records or when records are held due to outstanding tuition payment, the following will apply:

Student records (Transfer Certificates, school reports, transcripts, etc) will not be released under any circumstances until debts are paid. If student accounts are in good standing, paperwork will be processed by division level secretaries as follows:

- All official paperwork will be formalized, stamped, and signed as required.
- All official transcripts will be prepared and signed, as required.
- Two copies of the above are made and retained on file.
- The original paperwork is placed in a sealed, labeled envelope and kept as above.
- The complete file is then forwarded to the Registration Office to be archived.
- Upon request, from the student's new school or from parents, the school Registrar will forward the file/envelope to the new designated address.
- One copy of each student file is archived for a period of 3 years in case records are requested again in the future.

Constituency Functions

There are seven primary constituencies involved in the admissions process:

- Admissions Team
- Placement Assessment Team
- School Principals
- Superintendent/CEO (appeal only)
- Finance Office
- Parents
- Students

6.1 Admissions Team's Function

- Respond to phone and email inquiries about the school within 24hrs, with a complete follow-up within 48 hours.
- Distribute general information and registration materials to the parents by email, fax and/or in person.
- The Reception and/or Parent Relations Executive (PRE) will schedule campus tours for prospective families. The PRE or other available Admissions Team members will facilitate a tour of the school. Upon request and based on availability, parents may be granted an opportunity to meet and speak with Guidance Counselors, Principals, and/or the Superintendent/CEO.
- Request and collect student records from prospective families, ensuring that the material is complete, and forward all records to school counselors, ESL and LS team members for review.
- Coordinate with parents and counselors to schedule student assessments.



- If space is available, advise parents and offer students who have been assessed and accepted by the school.
- If no space is available, place student on wait list for a particular grade in appropriate priority sequence based on date of application or date of assessment or verifiable need consideration.
- Send parents to Finance Office to arrange payment of school fees before semester classes begin.
- Place students in classes.
- Flag student's record to indicate that there are multiple siblings in the school.
- Admissions Office contacts parents when a student is accepted and/or denied acceptance to the school.
- Once student has been accepted, fees paid, and information returned to the Admissions Office, the Technology Department will activate student files. This has to take place before scheduling can be completed.

6.2 Placement Assessment Team (ELL/LS Support/Counselors)

- To answer questions for parents and students regarding academics concerns.
- Evaluate student records once the file is complete (files need to be read carefully).
- Coordinate with Admissions to schedule assessment sessions for students.
- Review assessment results and forward to the Principal.

6.3 Principal's Function

- Evaluate the enrollment recommendations forwarded by Counselors, ELL and LS teams.
- Make the decision on borderline cases based on other available relevant data. This could include verifiable need or other sibling currently attending the school.
- Confirm decision for acceptance or non-acceptance to Admissions Office and/ or advise as to borderline decisions.
- Make recommendations to the Superintendent relative to staffing, the need for wait lists and/ or class sizes.
- Principal determines final enrollment approval, and sends files back to the Registrar for processing. If a student is not accepted the Principal (or Counselor on the Principal's behalf) will call or write a letter to the parents. The same applies in cases of conditional acceptance and/or academic probation.
- Please note (once file and assessment are complete) the desired turn-around time for the Principal to approve a file should be within a 24 to 48 hours.

6.4 Head of School/CEO's Function

- In communication with Principal, ensure that adequate staffing is available for projected enrollment levels.
- Approve wait lists in concert with Principal and Admissions Office
- Works with Principal as required resolving borderline admissions.

6.5 Finance Office

- Accounts does billing, refunds, and/or other tasks necessary for the opening and closing out of tuition accounts
- Accounts handles all calls relating to school tuition fees and/or refunds requested
- Accounts will provide an outstanding balance invoice along with a written explanation letter to parents through students. Sealed envelopes will be marked with names and homeroom.
- All financial reporting that goes to companies will be faxed, will a follow-up phone call from the Financial Office.
- When a payment is made, Accounts will enter it immediately into the system.
- Finance Office will keep Registrar up-to-date on all payments.



- If special arrangements are made concerning tuition payments, a memo will be written from the authorizing party to the Registrar and/or Finance Office.
- Note on student's file that all fees have been paid and return file to counselors or division Principals for scheduling. It is the Financial Team's responsibility to make sure all fees are paid and files are cleared.
- Registrar will be responsible for entering the financial codes as per usual.

6.6 Parents' Function

- Request and review application/enrollment information from the Admissions team.
- Provide complete student records in a timely manner to facilitate student assessment, registration, and enrollment.
- Pay the initial student application/registration fee to the Finance Office.
- Request an appointment for placement assessment from the Admissions office.
- Bring student for assessment on the appropriate day and at the appropriate time.
- Pay the applicable application and entry fee at Finance Office.

6.7 Students' Function

- Interview with Counselors and/or Principals as scheduled or as required.
- Complete the required application and assessment tests as specified.

6.8 Admissions Committee

An Admission Committee shall be established to review those applicants who wish to be considered for enrollment but who do not meet the GIS entrance criteria. The Committee shall consist of:

the Registrar, the Guidance Counselor, the division level Curriculum Coordinator, the division level Principal, and the CEO/Superintendent of GIS.

The appealing applicant must have completed all registration requirements, including testing and have first appealed to the Admissions Office, and division level Principal, before the Admissions Committee will consider convening. If deemed necessary, the Committee will schedule parent interviews and/or request additional information from the child's previous school. In any case, the Admissions Review Committee will be the final arbitrator in the admissions appeal process.



Review Log

Review Date	Reviewed By	Amendments Made (Y/N - comments if necessary)
28/1/2018	Cathy Hayes	Minor changes - vision, wordings- principle to Head of School
11/11/2019	Nikita Kaikobad	Updates in Application Fee, number of terms in AY



NOTES

