



GEMS WESGREEN INTERNATIONAL SCHOOL, SHARJAH ADMISSIONS POLICY

Policy Title:	Admissions
Effective Date:	September 2024
Scheduled Review Date:	June 2025

1. Introduction

The GEMS Wesgreen International School, Sharjah (WGP) admissions policy has been developed as a part of the school's commitment to provide a supportive learning environment which enables all students who have chosen to study with us to achieve their full potential. The school does not discriminate based on race, gender, additional needs or nation of origin, and seeks to accept all qualified students who apply.

GEMS Wesgreen International School, Sharjah is an inclusive school where all potential students are eligible to apply for admission to the school. We do not discriminate on the grounds of nationality, race, gender, religion, social class or special educational needs. GEMS Wesgreen School is an exceptional school where we combine British academics and heritage with an international perspective to inspire our children to achieve excellent academic success through innovative and creative approaches to learning.

All applicants are required to provide a recent report from the previous school if applicable. Students may be required to undertake an assessment which will be reviewed by staff in the school. Members of the senior leadership team, including the Principal/CEO, may also review the application. In the event of an admissions request for a child with additional needs, the inclusion department will undertake a detailed assessment to determine the child's requirements and ascertain if the school can meet these needs.

Wesgreen is fully compliant with the regulation of admissions as instructed by SPEA.

Students transferring from one school to another must be placed in the year group following on from the year group that the student was enrolled in at his/her previous school. The guideline for transfer will be the SPEA 'Guidelines for the admission of students into private schools in Sharjah.

2. Aims and purpose

Admission policies and procedures have been established to make certain that students are appropriately placed at Wesgreen, 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 and that they will have a successful learning experience. The admissions team is committed to working together with families to determine the educational placement that is the best and most appropriate for each applicant.

Responsibilities

- GEMS Education management are responsible for ensuring a clear admissions policy is in place in all GEMS Education schools
- The Principal/CEO is responsible for ensuring the admissions policy and procedures are implemented and monitored in school, and that every member of the staff is aware of the contents of the policy
- Designated staff are responsible for implementing the admissions policy on a day-to-day basis, and for ensuring that the correct procedure is followed.

3. Admission Process

- i. Parents begin the admission process by completing the online application available on the school's website Enrol Online at WGP
- ii. The Front Office (FOH) will contact parents within 24 hours to gather additional information and address any queries. At this stage, if parents express interest, the lead will be converted to a "working" status and marked as an "opportunity."
- iii. The Admissions Team will follow up with parents of "opportunity" requesting the previous year's academic report. This report will be reviewed by the Educational Team. Based on their feedback, the Admissions Team will issue an offer letter. They will also coordinate with parents to collect any remaining required documents.
- iv. For students who require additional learning support, the Learning Support Team will assess the child to determine suitable options. In such cases, parents may be asked to provide LSA to support their child academically in class.
- v. Parents are to disclose if the child has any additional learning needs and requirements that the school needs to consider before completing the admissions, Failure to submit the information in this regard may lead to a withdrawal of the school.
- vi. If any year group has reached full capacity, the child's application will be placed on a waiting list until a vacancy becomes available.
- vii. Applicants for Years 11, 12, and 13 will undergo additional scrutiny by the Head of Secondary (HoS). This includes a review of previous academic records and the availability of desired elective subjects. In certain cases, the HoS may recommend a CAT4 assessment to assist in determining enrollment eligibility.
- viii. Parents will have three working days to accept the offer and submit a non-refundable seat reservation fee of AED 1,000. Failure to do so will result in the closure of the application.
- ix. The Admissions Team will finalize the process by sending the following documents for parents to sign and acknowledge:
 - Admission Form
 - Home-School Agreement
 - Google Chromebook Letter
 - School Uniform Information (Threads)
 - Daleel Registration Guide (The Government Relations Executive (GRE) will assist parents with completing the Daleel registration process. Please note that students cannot attend school until this registration is finalized.)
 - Undertaking Letter (for submission of any pending documents)

4. Information and Documents Required

- 1 Passport size photograph.
- Copy of the child's Passport, valid visa & Emirates ID.
- A copy of the child's Birth Certificate and the Vaccination Card.
- A Copy of the father's Passport, valid visa & Emirates ID.
- A Copy of the mother's Passport, valid visa & Emirates ID.
- A School Continuation Letter.
- End-of-year report from the current school (Should be submitted in July)
- Transfer certificate/School leaving certificate from the current school (Should be submitted by July)
- For students joining from other Emirates, the transfer Certificate and final report should be attested by the Ministry of Education. For students joining from outside the UAE, the final report and School leaving certificate should be attested by the Ministry of Education, Foreign Affairs, and the U A E Embassy in your country.

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural and/or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs, parents will be required to provide a report from an educational psychologist. The school will review the report and decide whether or not the child's place should be withdrawn.

5. Admissions Assessments

Incoming students may be required to complete a CAT4 and/or reading, writing, and numeracy assessment.

Students entering The Foundation Stage will be invited for a play-based assessment to determine school readiness.

For students with additional needs, including English Language Learners, further assessments may be required. These may be conducted by the inclusion leader or a member of the inclusion team.

The following measures may be used to help assess the level of individual to ensure that appropriate provisions can be made for each student.

- Parent/Carers are required to disclose any Special Educational Need that has been previously identified.
- The child's application needs to be accompanied by previous academic reports, previous provision plans, Individual Education Plans (IEP's) and any previous medical/psychological assessments that are relevant to the application.
- Foundation stage students are assessed in a group environment in order to take into account social abilities and school readiness. Students must be toilet trained and able to take care of their own personal cleanliness before joining the school.
- Failure to disclose any Special Educational Need that has been previously identified will result in cancellation of admission

6. Registration / Acceptance Qualifications

The school determines the educational enrolment criteria, and is in line with any government, ministry, or oversight entity of the country they are licensed in. This includes age requirements, school complete documents, academic standards, and being able to rightfully remain in the country.

After completing the steps, a student may be offered a seat, placed on the waitlist, or denied a place in the school. Student acceptance is based on space availability and the following minimum criteria:

- Age appropriate for the requested year group
- Successful completion of the previous school year

- Admission/placement assessment results (when required)
- Previous school records (transcript, transfer certificate, recommendation letters, therapist letters, doctors' letters and standardised assessment results as applicable)
- Full disclosure of information regarding the student's needs/previous provision and support
- Y10 & Y12 admission-upon subject option availability and final grades

7. 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.

For applicants who have gone through the admission process, the application fee is:

- Refundable, if the school does not offer the student a place
- Non-refundable if the school offers the student a place but the family chooses not to accept
- Non-deductible from the tuition fees if the student is offered and accepts a place

We recognise the importance of early identification of students with potential additional support needs in order to identify whether suitable, individualised intervention can be supplied within an inclusive mainstream school such as GEMS Wesgreen International School, Sharjah.

Students are not refused admission based only on their experience of a special education need or disability (SEND) and we give sibling priority for admission to students who experience SEND. Staff follow SPEA guidance and procedures for scenarios where, very rarely, it may not be in the best interests of the child to be placed in at WGP. This information will be shared with SPEA following expected procedures. We also do not require a formal diagnosis of need, however a declaration of special needs, reports from therapists and previous schools support plan are important to ensure appropriate support and resources are given and considered on admissions. If special needs are not declared at admissions the correct support will not be put in and the parent contract terms will be followed.

8. Notification of Acceptance

Families will be notified (telephone or e-mail) in cases of acceptance or non-acceptance within 72 hours of taking a placement assessment, provided that complete applications and all required documentation has been submitted. If sibling considerations exist and a suitable place is available, calls or emails will be coordinated across the school. Siblings must go through the full application process, including undertaking an assessment. All acceptances falling out of school session will be considered conditional pending a placement assessment. Final approval will follow an assessment evaluation.

9 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. The senior leadership team reserves the right to limit and block enrollment in line with the parent school contract. The Principal/CEO also reserves the right to supersede the enrollment policies and may do so, as they see fit and/or deem necessary.

10 Enrollment and waiting list priority

The following is a priority list for students who meet admission requirements:

1. Emirati National Students
2. Children of staff whom are working at the school
3. Students who have siblings attending the same school
4. Students from other GEMS Education schools in UAE
5. Students from other GEMS Education schools globally
6. Waiting list according to school criteria

11 Year Placement

The school reserves the right to place a student at the year level that best serves the educational needs of the child, regardless of the previous year completed or age of the child. If the school feels that demotion is in the best interest of the child, parents will be asked to sign a Demotion Form to confirm their support of the decision.

12 Class Placement

The goal of class placements is to create homogenous sections within each year level. Each of the sections will be as balanced and diverse as possible considering the following:

- English language fluency
- Educational needs
- Ability level
- Cultural background
- Mother tongue language
- Additional needs
- Gender
- Other

At no point will WGP accept requests for specific class placement or allow for classes to be swapped during the year.

RE-ENROLMENT

Parents wishing to secure a place for the following academic year must pay the re-enrolment fee by the date communicated by the admissions team. Failure to do so may result in the seat being offered to new registrations.

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 are paid, with postdated check(s) for second term, unless they have arranged another payment plan with the Finance Office. Fees are payable in advance at the beginning of each term or by the 5th of each month for monthly payments (if approved by the Executive Principal/CEO). If a student joins in the middle of a term, the parents will be made fully aware of payment expectations by the admissions office.

TUITION REFUNDS

Notice of student withdrawal (to be made online through GEMS connect) and application for a tuition fee refund at the request of the parent/guardian must be made in writing to the school Executive Principal/CEO or Registrar thirty days in advance.

The school's tuition refund policies follow the Ministry of Education regulations outlined below for term paying students:

Student withdrawal prior to the start of the academic year

- A student withdrawal initiated by the parent/guardian, the balance of the first term fee paid will be refunded **except** the Application Fee and Registrations deposit.
- A student withdrawal initiated by the school, the balance of the first term fee paid is refunded **except**
- the Application Fee.

Student withdrawal during the school term

- Fees will be charged for one full month if a student attends school for two weeks or less.
- Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
- Fees will be charged for the entire school term/semester if a student attends school for more than one month.

The Accounts Officer shall be authorised to refund the fees on the basis of GEMS Education School Support Centre approval as above and on production of the original receipt.

WITHDRAWAL DISCLAIMER

The school reserves the right to withdraw student candidacy or membership any time before or after enrollment has been completed, especially with regards to non-compliance of behaviour or attendance in line with the school policies and parent school contract.

TRANSFER CERTIFICATE GUIDELINES

In order for us to comply with SPEA regulations, it is imperative that we receive a Transfer Certificate from your child's previous school before the joining date. Students who have never attended any school (FSI-Year1) do not require a Transfer Certificate. Any student joining WGP from Year 2 and above should provide an attested transfer certificate if they have attended any school outside of Sharjah.

- This Transfer Certificate must be on official school letterhead
- The form needs to be completed on a student's last day of attendance
- This form must be signed by the Authorised personnel and show an official school stamp
- The original certificate must be presented on the first day of school

NB: Children coming from countries other than USA, Australia, Canada, Western Europe, Japan and New Zealand should have the original Transfer Certificate (TC) attested by:

- Educational Authorities (from country of TC origin)
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

Children coming from GCC countries (Saudi Arabia, Kuwait, Bahrain, Qatar, Oman & UAE must have their original certificates attested only by the Educational Authorities (from country of TC origin).

Monitoring and review

This policy has been discussed and agreed by the GEMS Wesgreen International School, Sharjah, teaching staff and leadership teams for implementation.

Complaints Procedure

The school operates a complaints procedure. Concerns should be voiced to the admissions office in the first instance.

Signatures and Dates here

Date