



أكاديمية جيمس ويلينغتون واحة السيليكون
GEMS Wellington Academy
SILICON OASIS

PL122 - Admissions Policy

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1. General Policy

GEMS Wellington Academy Silicon Oasis (WSO) prides itself on an admissions policy that does not discriminate against any child or family. All children are welcome to apply to WSO, regardless of nationality, ethnicity, religion or learning need. WSO is a truly international Academy for parents who would like a British style education for their children.

Our provision for additional learning needs will be reviewed on a case-by-case basis, as children with complex or severe educational needs may not be able to access the intended curriculum successfully.

2. English Language Learning

English is the language of daily teaching and operation of WSO and competency in English is required to access the curriculum at stage of entry. WSO does offer English Language support for students from Foundation Stage 1 – Year 13, and for whom English is an additional language. However, we do not have intensive remedial programmes for students falling more than a grade level behind in English language ability. Intensive support to develop age-appropriate English language skills may be offered to a limited number of students in each grade level. Parents may also be encouraged to provide additional support, at their own expense, for English language learning activities.

3. Inclusion Policy

3a. Equal treatment:

We welcome children from many different ethnic and racial groups, backgrounds, and creeds. Human rights and freedoms are respected and must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' religion, belief, sect, faith, creed, race, colour or ethnic origin.

3b. Students of Determination.

WSO welcomes students of determination (children with special education needs and disabilities).

WSO is committed to:

- (i) Ensuring that admission to the school is not conditional upon the submission of a medical diagnosis; (DIEPF Standard 1.1)

- (ii) Carrying out an 'assessment of educational need' upon entry to school to ensure that appropriate teaching strategies, an educational plan and resourcing is in place for students who require additional support if this need is identified through WSO assessment processes (DIEPF Standard 1.2-1.7)
- (iii) Working in close partnership with previous early childhood centers and schools to support the transition of children who experience Special Education Needs and Disabilities (DIEPF Standard 1.8)
- (iv) Ensuring students are not refused admission based only on their experience of SEND (DIEPF Standard 2.1)
- (v) Ensuring students who experience SEND will receive 'sibling priority' for admission (DIEPF Standard 2.2)
- (vi) Ensuring that students who experience SEND will be guaranteed the right to receive quality education at WSO (DIEPF Standard 2.3)
- (vii) Ensuring that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age-appropriate common learning environments (DIEPF Standard 2.4)
- (viii) Providing students who experience SEND with the support, accommodations, resources, and curricular modifications/and or options required to enable equitable access to educational opportunities (DIEPF Standard 2.5)
- (ix) Promoting the principle of the principle of equity for students who experience SEND (DIEPF Standard 2.6)

WSO will comply with its legal and moral responsibilities under UAE law, to accommodate the needs of applicants. The Academy is committed to making its admissions procedures accessible to students who experience SEND. For this reason, the school needs to be aware of any known disability or special education needs which may affect a child's ability to participate in the admissions procedures to accommodate applicants who experience SEND and that the school can cater adequately for the student should an offer of a place be made.

WSO will do all that is reasonable to ensure that the information and application procedure is accessible for disabled students and will make such reasonable adjustments as necessary. For example, the school may be able to provide an examination paper in large font for a visually impaired student.

4. Sibling Policy

- (i) Siblings are given priority for entry to WSO.
- (ii) Children with SEND who are siblings are given priority for entry.
- (iii) All siblings must fulfil the school admissions criteria.

5. Admission Arrangements and Application Requirements

Applications to WSO are made via our school website and should be accompanied by a nonrefundable nontransferable payment of AED 525 per applicant.

Parents must submit:

- (i) The most recent 2 Years of School or Nursery Reports; reports must be in English. If the child has received any learning support/special education, all reports/information **MUST** be provided.
- (ii) Medical information, for example known allergies, medical conditions, medications, and vaccination records. A Medical Form will be shared for completion by the parent and held confidentially on file in the Academy Clinic.
- (iii) Up to date contact details and emergency telephone numbers for both parents.

The Ministry of Education requires all families to submit the following documents for each student entering education in Dubai. Without these documents entry for a student may be refused.

- (i) Original Transfer Certificate (attested, if necessary, see below)
- (ii) 1 copy of Passport – Mother, Father and Student
- (iii) 1 copy of Emirates ID (front & back) – Mother, Father and Student

Applications will not be processed until full documentation and payment of the Registration fee has been received.

5a. Transfer Certificate

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

The original Transfer Certificate must contain the following information:

1. Full Name of Child
2. Date of Birth
3. Commencement Date at School
4. Grade/Class on Leaving
5. Leaving Date at School
6. Curriculum Used

5b. Important Instructions to Parents

For WSO to comply with Ministry of Education regulations, and for us to register students with the Ministry, parents must provide a Transfer Certificate from their child's previous school when joining in September. Students joining FS1 and FS2 at the start of the Academic year (September) do not require a Transfer Certificate and it is mandatory for students joining Year 1 to Year 13.

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

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

Children coming from Saudi Arabia, Kuwait, Bahrain, Qatar & Oman must have their **original** certificates attested **only** by the Ministry of Education (from country of TC origin). For students transferring from schools within the UAE, a Ministry approved Transfer Certificate is issued. The corresponding year group is of vital importance and the Ministry of Education may refuse the child entry if the year group does not correspond with that of the new school.

6. WSO Entry Assessments

These focus on assessing students' abilities in English Reading, Writing and Mathematics.

Purpose

- To ensure students can access the curriculum
- To maintain the academic standards of WSO
- To allow students to be placed in the appropriate set if applicable on entry into WSO.

6a. Foundation Stage through to Year 8 Guidelines and Procedures

- The Administration Teams deal with all documentation pertaining to applications
- Where review of an application is necessary, documentation will be passed to the Senior Leadership Team (SLT) and Inclusion Team.

- Where assessments are necessary, a date will be arranged for the applicant to sit the test from years 1-12 at WSO. Where this is not possible, the assessment can be conducted at the home school and emailed back to WSO for review. Foundation Stage students are invited in for a play afternoon.
- Assessments are marked and the Registration Team informs SLT of results
- SLT accept, decline or offer conditional entry based on results
- Registration Team inform parents via email

6b. Year 9, 10 & 11 Admissions Guidelines and Procedures

Entry to Years 9 and 10 is usually closed from the end of the first term, unless there is a high level of similarity between qualification courses being undertaken by the applicant in the school they are leaving. Year 11 applications are usually not permitted, due to the difficulty of a student entering mid-way through the two-year GCSE qualification.

Each application is viewed on a case-by-case basis, but WSO takes into account that a great deal of foundation and underpinning work for the GCSE courses is undertaken in the first term which applicants may not have covered.

Qualifications are offered by a number of different boards and although the course title may have the same name, the content could be quite different. Also, even when the same course/code is undertaken, the sequence of the delivery of the content/scheme may change from school to school.

If the applicant has not undertaken the start of qualifications such as someone coming from the Southern Hemisphere, we cannot consider entry at this time as too much work for the GCSEs has been missed.

6c. Year 12 & 13 Admissions Guidelines and Procedures

Entry to Year 12 is usually closed from the end of the first term, unless there is a high level of similarity between the courses being undertaken by the applicant in the school they are leaving. Year 13 applications are usually not permitted, due to the difficulty of a student entering mid-way through the two-year IB qualification.

Each application is viewed on a case-by-case basis, but WSO takes into account that a great deal of foundation and underpinning work for the two-year courses is undertaken in the first term which applicants may not have covered.

As a guideline, entry requirements for the IBDP are as follows:

Standard Level (SL) courses require a minimum C grade. Higher Level (HL) courses require a minimum of a B grade and due to the challenging nature of

Mathematics HL and all Science HL courses, as A/A* (or 8/9) grade is a mandatory requirement.

As a guideline IBCP requirements are 5 A*-C I/GCSE grades (or equivalent) including Mathematics and English.

IBDP and IBCP courses are offered by the IBO, although the IBCC course consists of an additional BTEC element. Also, even when the same course/code is undertaken, the sequence of the delivery of the content/scheme may change from school to school.

6d. KHDA Parent School contract

As per KHDA (Knowledge and Human Development Authority) requirements, it is mandatory for parents to sign the parent- school contract to complete the student's registration at the Academy. The contract outlines the rights and responsibilities of parents as well as the school.

In line with the KHDA Parent School Contract with effect from September 2015, parents are expected to:

- Provide the Academy with copies of all medical, psychological, or educational assessments or reports where applicable, before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Inform the Academy in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents may be asked to withdraw their child if it is in the professional judgment of the Principal and the child's teachers, and after consultation with the parents and with the student (where appropriate).

6e. Informing of Results

Where assessments have been required, parents will be notified as to whether their child has been offered a place or will be placed on the waiting list.

6f. Entry into School

- Class or Tutor group and House allocation
- Staff informed with Confidential New Student Notification Sheet and transfer of information sheet
- Member of Staff to meet new student in Reception on first day

The complete admissions process is expected to take around 2 weeks from documents being provided. This may be extended if overseas assessments are required and/or if the application needs to undergo review with the SLT.

6g. Registering with the Ministry of Education

The final step in the Registration process is to register the student with the Ministry of Education. This is done by the parents visiting the Registrar's office with the actual Emirates ID cards of the parents and student. The KHDA scanner is used to retrieve key data from the card to populate the KHDA system. The Registration team ensures that paper copies are also held on the student's file and the scanned data is submitted for the approval of the KHDA. Once this process is complete the student is then registered with the Ministry of Education in Dubai.

6h. Class Size Policy

The Teacher-Student ratio for teaching in FS1 and FS2 is 1:23. In all other years i.e., Years 1 to 13 it is 1:27. GEMS retains the right to increase class size when the situation warrants i.e. when students are set by ability for specific subjects. No class will operate with a Teacher-Student ratio in excess of 1:30. FS1-Year 2 have a Teacher and a Teaching Assistant (TA) per classroom, Year 2-Year 6 have a teacher, and a TA between 2 teacher classrooms.

6i. Normal Promotion

The minimum expected attendance level is 85% for progression to the next academic year. The Academy target for attendance is 96% (as per KHDA guidelines). Parents and guardians are required to inform the school on each day of their child's absence by email, phone, or letter (refer to WSO Tutor Handbook and WSO Pastoral Care Policy).