GFM Admissions Policy

Published Date:	01 September 2026
The Policy will be reviewed annually, or more regularly, in the light of any significant new developments. The next anticipated review date will be:	**01 September 2027**

This policy is applied at GFM alongside our school's vision, mission and values.

Introduction

GEMS Founders School, Al Mizhar admission policy has been developed as a part of school's commitment to providing a supportive learning environment which enables all students who have chosen to study with us 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. All applicants for places 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, 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 whether the school can meet these needs.

Aims and Purposes

Admission policies and procedures have been established to make certain that students are appropriately placed at GEMS Founders School, Al Mizhar 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 higher probability of 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 student.

Responsibilities

- GEMS management are responsible for ensuring a clear admissions policy is in place in all GEMS schools.
- The Principal 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.

THE ADMISSION PROCESS

1. The Inquiry Phase

Admissions / Promotional Instruments

- Website
- GEMS online Student Inquiry Form
- Brochure and application folders with complete information
- Registration forms requesting additional documentation will be sent out to families once completed application has been received

2. School Tours for Prospective Families:

- Appointments will be scheduled online or through the school reception, interested parents are encouraged to visit and tour the school
- Prospective families will be welcomed / treated as members of the school community.

The focus of the tour will include:

- ✓ Introduction to the school (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

3. Phone, Mail, Web, and Email Enquiries

Brochures and application materials will be sent to prospective families from the Admissions Office by email, or post. The Admissions Office will acknowledge, all email inquiries regarding admissions by reply within 24hrs of receipt, with full follow-up within 48 hours.

4. Application Fee of AED 525/- (this fee is inclusive of VAT)

- Valid for 2 years and refundable if the school does not offer the student a place, unless, the child's Registration is carried forward to the following academic year.
- Non-refundable if the school offers the student a place but the student chooses not to take it.
- Not deductible from the total tuition fees to be paid if the student is offered and accepts a place.

5. Registration Deposit

This deposit is payable after the student has been offered a place and parents have accepted the offer. The registration deposit is 10% of the total tuition fees of an academic year. Please note, this is a non-refundable and non-transferrable deposit and adjusted against the tuition fees.

6. Submission of Previous School Records

Families are responsible for submitting official documents (i.e. transcripts, report cards and individual education plan) pertaining to the applicant's previous two 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.

7. Documents required:

The documents are to be uploaded online during the online enquiry stage. The documents required are:

- Soft copy of last 2 years School Report card.
- For students in Year 3 and above the school may request CAT 4 results from previous school.
- Soft copy of Passport of Student & Parents.
- Soft copy of valid Visa of Student & Parents.
- Soft copy of Emirates ID of Student and Parents (front & back)
- Original Emirates ID of Student & Parents.
- Soft copy of Student Birth Certificate.
- Most update vaccination card
- Transfer Certificate
    - Transfer of School within Dubai – Parent needs to collect the Transfer Certificate from the current school and submit it to Gems Founders School, Al Mizhar along with the Original Emirates ID card for the child and the parent to the GRE, before the first day of the school.
    - Transfer of School from Other Emirates – Transfer certificate needs to be attested from the respective Ministry of Education of the emirate and submit it to Gems Founders School, Al Mizhar along with the Original Emirates ID card for the child and the parent to the GRE, before the first day of the school.
    - Transfer of School from Overseas – The original Transfer Certificate must be on official school letterhead. This form must be typed, signed by the Principal and show an official school stamp.

The Transfer Certificate of students from schools located in any country other than Australia, Canada, Europe, New Zealand, USA and UAE, MUST be in English or Arabic and attested by:

- Ministry of Education
- Ministry of Foreign Affairs
- UAE Embassy

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).

- Fee clearance letter from the previous school must be submitted before the first day of school.
- Incomplete applications will not be processed.
- Admission is at the discretion of the school and any final decision is held with the Senior Leadership Team.
- Documents can be either uploaded online at the time of registration or Parents may bring the documents on a USB device.

8. Admissions Assessment

Incoming students may be required to complete a Cognitive Ability Test (CAT 4) and/or reading, writing, and numeracy assessment. For students with additional needs, including English Language Learners further assessments may be required. This is conducted by the Inclusion Leader or a member of the Inclusion Team. Students entering foundation stage will be invited for a play based assessment to determine school readiness.

For incoming students with SEND, the following measures are used to help assess the level of individual to ensure that appropriate provisions can be made for each student.

- Parent/Carers are asked to disclose any Special Educational Need that has been previously identified.
- Child's application needs to be accompanied by previous academic reports, previous provision plans, individual Education Plans 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.

Students are not refused admission based 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 KHDA guidance and procedure for Scenarios where, very rarely, it may not be in the best interest of the child to be placed in at Gems Founders School, Al Mizhar. This information will be shared with the KHDA, following expected procedures.

1. Registration / Acceptance Qualifications

The school may undertake screening and assessments to determine the right placement of an applicant. 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.

Screening and assessment standards and process for students are determined by the admission committee, and are necessary to complete the registration process for the school. 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 standardized assessment results as applicable)

2. 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 and are unsuccessful, the application fee can be refunded. Student candidacy or membership can be withdrawn any time before / after enrollment is complete.

We recognize the importance of early identification of students with potential additional support needs in order to identify whether suitable, individualized intervention can be supplied within an inclusive mainstream school such as GEMS Founders School, Al Mizhar

Should we feel that a student may benefit from placement within the Small Steps Autism Unit, a referral will be made by the Inclusion Leader to the Small Steps BCBA with the parents' agreement and a meeting with the parents will occur.

3. **Application Rollovers**

A parent will need to respond to the registrar, their intent to remain on the waitlist for the next year. After two years on a waitlist, a parent can only remain on the waitlist by reapplying and resubmitting the required documents. If they wish to not to remain on the waiting list, the application fee can be refunded.

4. **Notification of Acceptance**

Families will be notified (telephone or email) 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.

5. **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 enrollment as well as to exclude students at any time and without notice. The governance team also reserves the right to supersede the enrollment policies and may do so, as it sees fit and/or deems necessary.

6. **Enrollment and waiting list priority**

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

1. Emirati National Students
2. Staff children whom are working at the school and priority students.
3. Students who have siblings attending the same school.
4. Students from other GEMS schools in Dubai
5. Students from other GEMS schools globally.
6. Waiting list according to school criteria.

7. **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 year demotion is in the best interest of the child, parents will be asked to sign a Demotion Form to confirm support of the decision.

8. **Class Placement**

The goal of the 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 student characteristics.

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

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

KHDA REQUIREMENTS

All students must be registered with the KHDA and parents must sign the Parent School contract within one month of the start of the academic year. Failure to do so may result in suspension from school.

In order for us to comply with KHDA regulations, and for us to register your child with the KHDA, it is imperative that we receive a Transfer Certificate from your child's previous school when joining in September. It is mandatory for students joining FS1 to Year 10 to bring Transfer certificate if they attended any other school within or outside Dubai. Students joining FS1 and FS2 after mid-November will require a Transfer Certificate. Transfer Certificate has to be provided as soon as the email from KHDA is received.

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) included for the second semester, unless they have arranged another payment plan with the Finance Office. Fees are payable in advance at the beginning of each term, i.e. in September, January,

April, or by the 5th of each month for monthly payments. If a student joins in the middle of a term or semester, the tuition fee applicable will be based on the number of full weeks (commencing from the week of joining) remaining unexpired in the term.

TUITION REFUNDS

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School Principal or Registrar thirty (30) 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/semester fee paid will be refunded except the application fee and Registration deposit.
- A student withdrawal initiated by the school, the balance of the first semester fee paid is refunded except the application fee.

Student withdrawal during the school term/semester

- 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 authorized to refund the fees on the basis of 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 when student behavior is deemed out of sympathy with the school community standards or when tuition fees have been in arrears for more than a month without a payment agreement in place.

Please read this policy alongside:

Anti-Bullying Policy, Inclusion Policy, Malpractice and Plagiarism Policy, Safeguarding Policy, Zero Tolerance Policy, Parent & Student Cybersecurity Guide, Filtering Policy, Acceptable Use Policy, Bring Your Own Device Policy, Curriculum Policy, Data Protection Guidance, Code of Conduct, Audio Video Conferencing Security Guide for Teachers, Student Password Policy, Remote Learning & Safeguarding Policy, Guidance for Safer Working Practice, IT Online Security Guidance for Parents, Safeguarding and Inclusion Guidance during Remote Learning, Mobile Phone Policy, Social Media Policy, Curriculum Policy and Learning & Teaching Policy

Designation	Name	Signature	Date
Executive Principal/CEO/	**Akram Tarik**		**01 September 2026**
Principal	**Mia Chorfi**		**01 September 2026**

Next policy review date: 01 September 2027