

جيمس مدرستنا الهندية
GEMS OUR OWN INDIAN SCHOOL



Anchored In Excellence

Admissions Policy



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1. Mission Statement: “Embrace, Engage, Empower”

At GEMS Our Own Indian School, Dubai, we strive to develop in students the quest for knowledge, proficiency in written and oral communication skills and the capability to think independently. We nurture in students an open mind capable of analytical thinking, commitment and hard work and guide them to become confident, self-assured and caring citizens of tomorrow. We encourage all students to realize their true potential.

2. Introduction

All students are eligible for admission to GEMS Our Own Indian School if it is believed that the school can meet their particular needs. GEMS Our Own Indian School does not discriminate on the basis of race, creed, colour, gender, or national origin and seeks to accept all qualified students who apply.

OIS promotes Inclusion by welcoming all children. The school admits pupils irrespective of their gender, race, disability, or special educational needs, provided that there are good prospects of meeting their needs without unduly prejudicing the education and welfare of other pupils. School has come up with an effective model of Inclusive Education which not only benefit students with difficulties, but also create an environment in which every student, including those who do not have difficulty, has the opportunity to flourish. No student is refused admission based only on their experience of SEND.

Children with special needs will be considered for admission on an equal basis with all other children according to the criteria set out in the school’s admission policy taking into account the suitability of the child to mainstream education and availability of resources and facilities to meet that child’s needs.

All applicants for places at GEMS Our Own Indian School will be required to undertake a placement test which will be marked by staff in school and will influence where a successful applicant is placed within the school.

Placement in all classes will be made by the Principal on the basis of the child's previous educational record, the assessment of the school, and by age. The initial placement is tentative and the school may reassess the child's placement after the child's abilities & behavioral issues have been thoroughly observed in class or through additional testing.

Applications for admission can only be accepted when all documentation required is made available to the school.

3. Responsibilities

- The Principal is responsible for ensuring the Admissions policy and procedures are clear, implemented and monitored in the school and that every member of the staff is aware of the contents of the policy.
- The Registrar and the Arabic Secretary are responsible for implementing the Admissions Policy on a day to day basis, and for ensuring correct procedure is followed.

4. The Admission Process

Admission policies and procedures have been established to make certain that students are appropriately placed at GEMS Our Own Indian School, 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 best for each student.

The Inquiry Phase (Step 1)

Admissions / Promotional Instruments

- Website
- GEMS online Student Inquiry Form
- Brochure and application folders with complete information
- The Registrar will correspond through emails/phone calls to families about the procedures.

Phone, Fax, Mail, Web, and Email Inquires

- Brochures and application materials will be made available at the School.
- Details about the School are also available on the School's Website.
- The Registrar will acknowledge, all email inquiries regarding admissions.

Application, Assessment and Registration (Step 2)

Registration

Online registration for admission for the new academic year commences after September each year and is the first step in the procedure. The school will notify the parent on availability of vacancy in the Grade for which admission is sought for completion of procedure.

Admission procedures laid down by the KHDA are strictly adhered to as given below.

Age Guidelines

- For admission to KG 1 the child must be 4 years old by the 31st of July.
- For admission to KG 2 the child must be 5 years old by the 31st of July .
- For admission to Grade 1 the child must be 6 years old by the 31st of July.

Documents to be submitted with the Registration Form

1. Three copies of the student's passport with the valid visa of the UAE.
2. Four recent photographs of the child (6x4 cm size) and one stamp-size photograph for the bus card.
3. One photocopy of the Birth Certificate in English or Arabic. (Original must be attached along with for verification).
4. Photocopy of the original mark sheet of the last examination passed at the previous school.
5. A copy of the Student's EID & Parent's EID.
6. Original Emirates ID of the Student and Parent Sponsor for KHDA Registration (to be returned immediately after the on-line registration)

7. Students seeking admission to the school from Grade 2 and upwards, are required to submit their original Transfer Certificate/ School Leaving Certificate of the school last attended, IN ENGLISH ONLY, duly attested as per guidelines given below:

(a) For students coming from outside the UAE, the following order of attestation must be observed for the Transfer Certificate:

For students coming from India:

- The Transfer Certificate has to be verified by the Board or Education Officer of the Zone / District / Area, from where the TC has been obtained.
- The seal and signature of the Education Officer has to be attested by the Indian Consulate in Dubai.
- The External Affairs Ministry of the UAE in Dubai is required to attest it.

For students coming from Gulf countries other than the UAE, the Transfer Certificate must be:

- Attested by the Indian Consulate of that country
- Attested by the Ministry of Education of that country
- Stamped by the Ministry of External Affairs of that country
- Stamped by the UAE Consulate / Embassy located in that country

(b) For students coming from Emirates other than Dubai, the Transfer Certificate should be Attested by KHDA.

8. Students seeking admission after June 15th for grades KG -1 onwards are also required to submit the attested Transfer Certificates as mentioned in serial no 7(a) and (b) for the class in which the child is currently studying.

Submission of Previous School Records

Families are required to submit the previous school records (i.e. Half Yearly mark sheets / Final report card) of the applicant. The Admissions Team is empowered to delay or halt the admission process if such documentation is not provided within time frame.

Placement Assessment

All incoming students are required to complete an Entrance Assessment in the School in English & Mathematics from KG2 to grade 10. Grades 11 & 12 will be assessed for English, Science & Mathematics.

Students entering KG-1 will be invited for a meet by the School Doctor/Counsellor/Supervisor.

Registration / Acceptance Qualifications

To determine basic qualification, all candidates are expected to complete and return all the admission application forms, participate in placement testing.

Students who have cleared the Entrance Assessment will be granted Provisional Admission subject to the:

- Availability of Seats
- Meeting with the Principal / HM / HOP / Supervisors
- Age appropriate for the requested year level as per placement policy
- Successful completion of the previous school year
- Previous school records (transcript, transfer certificate, recommendation letters, and standardized assessment results as applicable).

Non-Acceptance for Enrolment

The school reserves the right to limit student enrolment 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 Enrolment Phase. Student candidacy or membership can be withdrawn any time before / after enrolment is complete.

Non-acceptance usually occurs because of (not limited to) the following reasons:

- Space limitations (qualified applicants will be put into a waiting pool)
- Student is beginning the year after June 15th, not having attended elsewhere.

Notification of Acceptance

Families will be notified (call or email) in cases of acceptance or non-acceptance for enrolment.

Enrolment Phase (Step 3)

Enrolment 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 Governance Team reserves the rights to limit enrolment as well as to exclude students at any time and without notice. The Governance Team also reserves the right to supersede the enrolment policies and may do so, as it sees fit and/or deems necessary.

Enrolment Priority

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

- Students who experience SEND will receive “sibling priority” for admission.
- Siblings of currently enrolled students
- Children of staff and administration
- Ex-students
- Other students who have completed application procedures and meet entrance requirements.

Year Placement

The year placement practice is in place to allow students to continue in the year in which they are currently enrolled or have most recently completed rather than advancing to a higher year. A conservative placement is used in order to best serve the educational needs of the student. 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 retention is in the best interest of the child, parents will be asked to sign a Retention Form to confirm support of the decision.

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

- Mother tongue language
- Gender
- Second language needs

Fee Payment

All fees are due at the time the acceptance letter is signed and returned by parents.

Withdrawal Disclaimer

The school reserves the right to withdraw student candidacy or membership any time before or after enrolment 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.

5. Procedures for SEND Admission

As OIS offers an inclusive approach to education, in partnership with parents, we seek to place students appropriately to their needs. As such, we expect any reports linked to specific needs and diagnosis to be shared with the school from the outset. All admissions including early years are not conditional upon the submission of a medical report. Similarly, we expect parents to work closely with us if a particular educational need is identified during or following the admission process (as per KHDA parent-school contract).

- KG students are screened initially by the counselors and a medical team that comprises of a Doctor and nurses for checking whether the child has any medical or psychological deficit.
- During the screening a meeting is conducted to evaluate about their linguistic abilities and motor skills.
- The admission committee analyzes the child's interaction to detect speech difficulties or mental disabilities.
- If any speech difficulty or learning disability is detected, the phase supervisor checks with the parents if there is an explanation of the difficulties, and parents are required to provide a medical report.
- The parents are also required to meet the principal to ensure complete co-operation in order to maximize their ward's achievement.
- KG1 and KG2 students' sit with the Kindergarten Supervisor
- In case the child refuses to speak, parents are asked to speak to the child.
- If the child still refuses to speak, the parents are asked to provide a video of their child speaking and playing, and this video is assessed as part of the child's admission process.
- Grade 1-8 students will meet the supervisor in addition to a short written exam to check their acquisition of some language basics in English, Science mathematical foundations.

After SEND students are enrolled, they are monitored to check their interaction with their teachers and classmates and their performance in the beginning of the school year after being given a sufficient period of time to be familiar with the new surroundings.

6. Monitoring and Review

This policy has been discussed and agreed by the GEMS Our Own Indian School staff and leadership team for implementation.