



GEMS Winchester School Dubai



Admissions Policy

Person Responsible: Principal/CEO & Vice Principal

Approved by ELT: August 2023

Date of Next Review: June 2025

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1. Introduction

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

All applicants for places at GEMS Winchester 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 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.

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2. 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.

Designated staff are responsible for implementing the Admissions Policy on a day to day basis, and for ensuring correct procedure is followed.

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3. The Admission Process

Admission policies and procedures have been established to make certain that students are appropriately placed at GEMS Winchester 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
- Registration forms requesting additional documentation will be sent out to families once a completed application has been received.

Campus Tours for Prospective Families

- Appointments will be scheduled 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 visits 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

Phone, Fax, Mail, Web, and Email Inquires

Brochures and application materials will be sent to prospective families from the Admissions Office by email, fax, or post.

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

Application, Assessment and Registration (Step 2)

Submission of Previous School Records

Families are responsible for submitting official documents (i.e. transcripts, report cards, etc.) pertaining to the applicant's previous three 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.

Placement Assessment

All incoming students are required to complete a reading, writing, and numeracy assessment from Year 1 to Year 13. Students entering nursery through kindergarten will be invited for an interview and assessment designed to determine school readiness.

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 assessment fee before student registration.

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

- Age appropriate for the requested year level as per placement policy
- Successful completion of the previous school year
- Admission/placement assessment results
- Previous school records (transcript, transfer certificate, recommendation letters, and standardised 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 October 1st, not having attended elsewhere
- Assessment results do not meet minimum academic standards to indicate success
- Student requires significant modification to school's instructional programme
- Student has educational learning differences not supportable by existing services.

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.

Notification of Acceptance

Families will be notified (call or email) in cases of acceptance or non-acceptance within 24-72 hrs of taking a placement assessment provided that complete applications and all required documentation have been submitted. If sibling considerations exist, calls or email will be coordinated across all school divisions. Final approval will follow an assessment evaluation.

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 and Waitlist

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

- Students who meet verifiable needs
- International students who bring diversity to the existing demographics
- Those previously enrolled in English programmes
- Siblings of currently enrolled students
- Children of staff and administration
- 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 considering the following student characteristics:

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

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 post-dated cheques included for the second semester, unless they have arranged another payment plan with the Finance Office.

Tuition Refunds

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

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 behaviour 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.

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4. Monitoring and Review

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

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