



Admissions Policy

An ever-evolving experience for ever-evolving learners.

At GEMS Jumeirah Primary School we recognise the uniqueness of each child through a programme of learning that promotes challenge and personalised education at all levels. Through this, we encourage creative and critical thinking alongside stimulating and meaningful experiences.

We continually aim to provide an inclusive, enabling environment that empowers all children to achieve.

Our curriculum celebrates the diversity within our school and equips our children with the skills and attributes required to become active citizens in our international community.

Our school strives to create a nurturing environment with strong, open and positive partnerships between adults, children and the wider community that ensures the well-being of all.

1 Introduction

- 1.1** Jumeirah Primary School follows the Early Years Foundation Stage Curriculum for children in the Foundation Stage and the National Curriculum for England for children in Years 1 to 6. It provides an ideal primary education for children who might continue in British schools in the UK or anywhere else in the world. JPS is a truly international school and doesn't discriminate based on nationality, country of origin, religion or race.
- 1.2** Parents should satisfy themselves that this is an appropriate curriculum and educational model prior to making an application.
- 1.3** GEMS management oversee the Admissions Policy of the school and ensure that it allows the school to maintain its mission and to prosper.

2 Eligibility

- 2.1** JPS has an inclusive and non-discriminatory Admissions Policy to ensure the ethos of the school is maintained
- 2.2** Admissions to the Foundation Stage will be subject to a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development.

2.3

2.3.1 JPS welcomes applications from Emirati families, who are a priority for placements. Emirati children applying for places in FS1 or FS2 will be assessed by the relevant Head of Foundation Stage to ensure their application is processed with full sensitivity to their needs and to optimise the chances of a successful placement. Follow-up nursery visits will be offered to provide further assessment information at the discretion of the Head of Year.

2.4 Admissions to Y1-6 will be subject to a review of the child's most recent school report and may include further additional assessments and/or an interview.

2.5 Our policy is to place children in age-related year groups (in accordance to KHDA date ranges) and we do not accelerate children in to higher year groups and rarely are they displaced into lower year groups. **Children who are transferring from schools following different curriculum may need to apply for different year groups and are advised to contact our Registrar for advice prior to completing their on-line registration.**

2.6 The curriculum is delivered in English and in all areas of the school English is used. Therefore, children are required to be fluent English speakers and be able to read and write in English at a good level for their age.

2.7 JPS has limited spaces for children with some specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure an accurate judgement can be made as to whether JPS can provide for the child's needs. **Failure to disclose relevant information at the time of application may result in the withdrawal of a place.**

2.8 Admissions to Jumeirah Primary School can be made at any time although there may be cut-off dates during the year, which are determined by The KHDA.

3 Admission Priorities

3.1 Admission will be subject to the availability of places in the appropriate year group. All children will need to meet the eligibility requirements outlined in section 2 above. In addition, the school has a responsibility to ensure there is a balance of gender, academic abilities and nationalities.

3.2 Following successful assessments children will be offered places with the following priorities:

- Emirati students
- Corporate Debentures
- Siblings, including those with SEND, of children enrolled at JPS at the time of admission



- Children of GEMS staff who are employed at JPS or Corporate Office (as approved by the Director of Enrolments for GEMS) at the time of admission.
- GEMS Corporate Office priorities
- Children of GEMS staff working in other GEMS schools at the time of admission
- Children registered at Little Gems International who meet LGI criteria for FS2 priority waiting list
- All other applications.

4 Registering on a Waiting List

- 4.1** Contact the school either by telephone, facsimile or email if you wish to arrange an appointment to tour the school prior to registering on the waiting list.
- 4.2** To register on a waiting list all of the following steps must be completed.
- 4.2.1** Complete on-line registration
 - 4.2.2** Submit the required documents either by visiting the school, email scanned copies of the documents to the registrar or upload scanned copies online.
 - 4.2.3** Submit full details of any special education needs including recent reports from any doctors, therapists (e.g. Speech and Language Therapy, Occupational Therapy etc.) and individual education plans (IEPs) plus Educational Psychologist's reports if completed.
 - 4.2.4** Pay a non-refundable registration fee of AED 500. This payment can be made at the school or on-line.

5 Accepting an Offer of a Place

- 5.1** If the application is successful and a place is available, a letter of offer will be issued along with joining information. The offer remains valid for a period of 7 days. To secure the place, a non-refundable deposit of AED 10,000 must be paid within 7 days. Your first term's fees will be reduced by this amount.
- 5.2** You should also submit the following documents
- 5.2.1** 1 copy of your child's birth certificate
 - 5.2.2** 1 copy of your child's passport plus UAE residency page
 - 5.2.3** 2 recent passport photographs (on photographic paper please)
 - 5.2.4** Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp, signature and required attestations from government bodies for entry into year 2-6.
 - 5.2.5** Full details of all vaccinations and immunizations for your child
 - 5.2.6** 1 copy of your child's and both parents' UAE ID.

6 Conditional Offers of a Place at JPS

- 6.1** You may be offered a conditional place at JPS. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide:
- 6.1.1** further documentation about your child's schooling (e.g transfer certificate);
 - 6.1.2** evidence of application for residency or your residency status;
 - 6.1.3** professional reports in support of identifying your child's learning needs;
 - 6.1.4** agreement to providing additional support as specified at your cost (e.g. a Learning Support Assistant or provision of therapies);
 - 6.1.5** A review period may be set at which point the pupil's progress will be reviewed to establish if JPS is the most suitable school to meet their particular needs.
- 6.2** *If the conditional criteria are not satisfied JPS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.*

7 Admission Appeals

- 7.1** Admissions appeals should be addressed in the first instance to the Registrar who will refer to the Principal when appropriate. The Principal may consult with GEMS officials although the Principal's decision in all matters of admissions is final.

8 KHDA Regulations

- 8.1** It is a requirement that all documentation must be submitted to the school before a child may attend as a pupil.
- 8.2** *Failure to produce a transfer certificate within one month of the date of joining may result in your child's place at JPS being withdrawn.*

9 Fees

- 9.1** The JPS fee structure is approved by the Ministry of Education
- 9.2** With full permission of the Ministry of Education, JPS reserves the right to make further charges for additional services for children for whom additional support is required. *If after consultation parents will not pay for additional support then JPS reserves the right to withdraw the child's place so that the education of others is not jeopardized.*
- 9.3** Fees are paid one term in advance and should be paid to the accountant / cashier preferably before the last day of the preceding term or, at the latest, on the first day of term.
- 9.4** Failure to pay school fees within 30 days of the start of term may result in a request for you to seek alternative arrangements for your child's education.



9.5 You may pay school fees by bank transfer from your home country. Transfers must be payable to Jumeirah Primary School and in United Arab Emirate dirhams (AED). The amount received in dirhams by JPS should be the term's fees plus AED 150 handling fee at the current rate of exchange. Any additional bank charges from your bank will be added to your account. Please call the accounts department for further details.

10 Admissions' Appeals

10.1 Admissions' Appeals should be addressed in the first instance to the Registrar

11 Donations and Gifts

11.1 JPS does not accept any donations or gifts to secure admission to the school.

12 Members of the Varkey Group

12.1 Admissions for children of GEMS and all Varkey Group employees are subject to the same admissions policy and procedures as all other applicants.

13 Fee Concessions

13.1 The Principal considers requests for fee concessions from employees.

13.2 There are no special arrangements for fee concessions.

14 Notice of Leaving

14.1 Where ever possible JPS requires one full term's notice that a child is leaving.

14.2 The KHDA issues regulations about the collection of fees depending on the period that a child has been at school and JPS adheres to these regulations in full.

14.3 When fees remain unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.

The Principal's decision is final in all matters of admission.

Signed..... August 2017

Principal

Policy review date: September 2018