



REGISTRATIONS AND ADMISSIONS PROCESS

Registrations for the next Academic Year start from October for the end of Foundation Stage 2 and opens for all other year groups in Term 2. This will be announced through the School's website and social media.

Admission to the School will depend upon the availability of seats.

Children accepted for admission for Early Years Foundation Stage 2 should be born in 2015 (January to December for 2019-20 Academic Year) as per the Department of Education and Knowledge (ADEK) regulations.

GEMS Cambridge International runs on a Year system. The programme of study provided by the School is thirteen years under the National Curriculum for England (NCFE). If your child is coming from a Grade curriculum, this does not mean that Grade is equal to Year. For example, if a student is currently in Grade 4, this means that in our school, Grade 4 is equivalent to

Year 5. Therefore, when applying for the next academic year, Parents/Guardians should apply for Year 6 which is equal to Grade 5.

Year and Grade Circular

No.	Educational Ladder in British System Years – ENC Schools السرلم التعليمي ني المزهج البريطاني	Educational Ladder in other Curriculums Grade - American & Other Curriculum Schools السرلم التعليمي ني المزهج الأخرى	بالسنوات Age
1	FS1 للمدارس المرخصة لهذه المرحلة	Pre-KG (Nursery) للمدارس المرخصة لهذه المرحلة	3 - 4
2	FS2	KG1	4 - 5
3	YR1	KG2	5 - 6
4	YR2	GR1	6 - 7
5	YR3	GR2	7 - 8
6	YR4	GR3	8 - 9
7	YR5	GR4	9 - 10
8	YR6	GR5	10 - 11
9	YR7	GR6	11 - 12
10	YR8	GR7	12 - 13
11	YR9	GR8	13 - 14
12	YR10	GR9	14 - 15
13	YR11	GR10	15 - 16
14	YR12	GR11	16 - 17
15	YR13	GR12	17 - 18

Source: The Abu Dhabi Department of Education and Knowledge Circular 16081707



Admissions

The School shall comply with the admission requirements below and take them into account in their admission, registration and placement of students' policies:

Fair, Non-Discriminatory and Transparent Approach

- The School adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.

Student Support Services, Disability and Additional Learning Provisions

The admission of students with a disability or special education need is considered following the applicant's disclosure and the Student Support Services Head's review of medical and educational psychologist's reports to determine the student's ability and provision needed to take full advantage of the education provided at the school.

The School has limited facilities for applicants with mild or moderate disabilities. The School shall fulfil its commitments to provide such needs, offering additional appropriate learning support as is required for which the school can reasonably cater. The School does provide additional learning support for students who require or need it (Policy 44 and 48 of the Private Schools Policy & Guidance Manual (2014 – 2015) (English Version). The School's admission, registration and placement of students policies shall take into account the School's obligations as defined in Federal Law No. (29) of 2006 on the Rights of Persons with Special Needs and in the Council's related regulations and policies.

The School may charge Parents/Guardians additional fees for the provision of extra support, provided that these fees may not exceed 50% of the approved school's tuition fees for other students.

Should a particular learning need arise after the student joins the school, the school will meet with parents about managing expectations to enable the student to successfully continue with their education.

Admission Priorities

The School may in accordance with the Private Schools Policy & Guidance Manual 2014-15 (English Version), apply admission priorities if there are more requests for places than available places, as follows:

1. Students who attended the School in the previous year or period.
2. Students with siblings already in the School.
3. Children of School staff.

Placement of students

Subject to availability, the School admits students in FS2 during the admissions process. In accordance with the ADEK calendar and dates relating to students transferring schools/curriculums within and outside of Abu Dhabi, the School admits students looking for entry from FS2 (KG1) upwards. Points of entry are based on usual year progression, where birthdays fall within the defined dates of the school year and previous education systems, based on the Abu Dhabi Education Council's Circular 16062601 relating to all pupils completing twelve academic years and the School's student Entrance Age range. Policy 45, Distributing Pupils in Class According to Age Group of the Private Schools Policy & Guidance Manual 2014-2015 (English Version) reinforces this requirement.

Students may be admitted into the School outside of their age appropriate year group through parental/guardian request, progression from a non-British grade curriculum, an Abu Dhabi Education Council directive, or where the student is transferring from a different curriculum where the start and finish of an academic year differs to that in operation at the school. In accordance with the Abu Dhabi



Education Council Circular dated 16062601, parents/guardians are obliged to sign an official undertaking which reinforces understanding of the implications that may arise in the future when students transfer to or from different curriculums within Abu Dhabi.

Interviews and Assessments

Once Registrations have received all documentation to proceed with your child's registration, your child will be invited to an interview. Interviews are applicable for FS2 to Year 3 applicants.

Students applying for Year 4 and above, will sit the CAT4 Assessment which is an electronic test to monitor your child's cognitive and reasoning ability.

If your child is successful in the interview or assessment and there is seat availability, an offer letter will be sent to the Parent/Guardian. If your child has passed this stage and there is no seat availability, their name will be placed on the waiting list and you will be contacted to enquire whether you are still interested in our School.

If your child is not successful in the assessment or interview, you will receive a rejection email from the Registrations team.

Re-assessments undertaken twice or more are not permitted as we must give opportunities to other students.

Documents required for Enrolment & Admission

The School requires the following documents from Parents/Guardians to complete the admissions process and to register students with ADEK. This is a legal requirement for all students in the UAE.

- **Please note:** The following documents (listed below) need to be uploaded on your electronic application **prior** to the start of school. Failure to do so will result in your application not being considered.
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- **1 passport size photographs**, (these should be recent and on white background)
- **1 copy of child's valid passport and Visa**
- **1 copy of child's valid Emirates Identity Card**
- **2 years End of school reports** (translated and attested in English if coming from outside the UAE).

Transfer Certificates (TCs):

- **The Transfer Certificate must be certified in English and** attested in English from your home country's Ministry of Education (MoE), Ministry of Foreign Affairs (MoFA) and UAE Ministry of Foreign Affairs coming from outside the UAE
- If you are coming from another emirate, please ensure the Transfer Certificate is attested by the local education authority in your emirate e.g. KDHA, MoE
- If you are coming from all international environments and a different educational system, it is important to verify the grade or year your child has completed. Therefore, if your child has completed the current academic year and has been promoted to the next year, this must be stated on the Transfer Certificate. If the child has not completed their correct academic year, the transfer certificate must clearly state it clearly so that we can re-admit the child in the same year group as per its continuation of study.
- **Documents pertaining to students with special educational needs such as previous individual education plans and relevant assessments, as well as evidence pertaining to gifted and talented students such as advanced learning plans and provisions** (if needed).
- **Any other relevant information deemed necessary by the School**
- **1 Pursuing of study letter** stating the grade or year the child is currently in



Documents Translations and Attestations

Important Information

Failure to provide the appropriately translated and attested documents at the beginning of the school year means students cannot be registered with The Abu Dhabi Education Council. Students who are not registered with The Abu Dhabi Education Council cannot enter the school.

Birth Certificate	Action
In Arabic (UAE)	<ul style="list-style-type: none"> • Please submit a copy to the Admissions Office
In Arabic (from other countries)	<ul style="list-style-type: none"> • Attested by the UAE Embassy in the country of birth • Attested by the Embassy representing the country of birth in the UAE • Attested by the Ministry of Foreign Affairs in the UAE
Turkish	<p>If the Turkish birth certificate from the hospital does not have your child's name on it, you will need to have your child's ID card as well. These papers will both need to be attested in the following order:</p> <ul style="list-style-type: none"> • Attested by the UAE Embassy in Turkey • Attested by the Turkish Embassy in the UAE • Attested by the Ministry of Foreign Affairs in the UAE <p>As there is no legal Turkish to Arabic translator in the UAE, you will need to have the Turkish Embassy in Abu Dhabi create an official Turkish to English or Turkish to Arabic translation for you. This translation needs to be attested in the following order:</p> <ul style="list-style-type: none"> • Attested by the Turkish Embassy in the UAE • Attested by the Ministry of Foreign Affairs in the UAE
In English	<p>If your child's birth certificate is in English from:</p> <ul style="list-style-type: none"> • Canada (except Quebec) • United States • Western Europe (<i>UK, France, The Netherlands, Belgium, Luxembourg, Germany, Italy, Denmark, Norway, Switzerland, Iceland, Sweden, Austria, Portugal, Spain, Greece, Vatican City, San Marino, Monaco, Andorra, Liechtenstein, Malta</i>) • Australia and New Zealand <p>No translation or attestation is necessary.</p>



Transfer Certificates

To apply for Transfer Certificates (TC), they must be completed online only. The last date of student attendance must be completed by the Parent/Guardian and mentioned on the form.

School Reports & Transfer Certificate Requirements	
School Location	What needs what to be done?
Abu Dhabi	<ul style="list-style-type: none"> • The transfer of student records will be made through the Abu Dhabi Education Council's internal eSIS registration system • School reports to be signed and stamped by Headmaster/Principal
Other Emirates within the UAE	<ul style="list-style-type: none"> • (TC must be in Arabic) • School stamp and signature of school child is transferring from Attestation by the Ministry of Education from Emirate student is transferring from • School stamp and signature of school student is transferring to • Attestation by the Ministry of Education from Emirate student is transferring from
Europe, North America, Mexico, Australia	<ul style="list-style-type: none"> • School stamp and Headmaster/Principal signature required •
Central and South America, Eastern Europe, Middle East (except UAE), Africa, Asia, Former Russia States	<ul style="list-style-type: none"> • School stamp and Headmaster/Principal signature required • Attestation by the Ministry of Education in the country of the school's location • Attestation by the Ministry of Foreign Affairs in the country of the school's location • Attestation by UAE Embassy in the country of the school's location
GCC Countries	<ul style="list-style-type: none"> • School stamp and Headmaster/Principal signature required • Attestation by the Supreme Education Council in the country of the school's location
Sixth Form Entry (Year 12 & Year 13)	<ul style="list-style-type: none"> • I/GCSE or AS, A 'Level results breakdown scores to be signed and stamped by the Headmaster/Principal

School Tuition Fees

CIA Registration Fees

Following acceptance of an offer, the School requests a registration payment of 5% of the tuition fees, the sum being deductible from the approved school tuition fees (Abu Dhabi Education Council Policy Manual for Private Schools 2014-2015 – Arabic version) for each point of entry as set out below:-

- FS2 - AED 1,065
- Year 1 to Year 2 - AED 1,276
- Year 3 to Year 4 - AED 1,389
- Year 5 to Year 6 - AED 1,492
- Year 7 to Year 8 - AED 1,600
- Year 9 to Year 10 - AED 1,703
- Year 11 - AED 1,760
- Year 12 to Year 13 - AED 1,811



Re-Enrolments

In order to secure a place for the following Academic Year, parents will be asked to complete the re-enrollment process through our GEMS online system and requested to pay a reservation fee of 5% of the annual school tuition fee. This amount is then deducted from the total fees.

Please Note: It is important for Parents/Guardians to complete this process before the end of the academic year to avoid not being promoted

Re-enrolment opens in Spring of Term 2 allowing you to complete the online process via the GEMS parent portal and payment system. If the re-enrolment has not been completed then your child's seat will be automatically cancelled and given to a new applicant.

Please also note that a completed online re-enrolment does not guarantee your child's seat for the next academic year if the re-enrolment fee has not been paid or if you have outstanding school tuition fees and transportation fees.

Registration Fees

The School will retain registration fees if students fail to:

- Attend any part, or days, of week 1 of the term
- Show up at all (without the Parent/Guardian providing sufficient written notice in advance of the commencement of teaching).

Tuition Fees and Other Fees

Three equal instalments for tuition fees is set in each academic year and the School may collect the first instalment within one month preceding the beginning of the school year. If students attend:

- From September to the end of October, the value of one term's fees are payable.
- From 1st November – two month's tuition fees are payable.
- From 1st December – one month's tuition fees are payable.
- From start of Term 2 (January) – a full term's fees are payable.
- From 1st February – two month's tuition fees are payable.
- From 1st March – one month's tuition fees are payable.
- From start of Term 3 (April) – a full term's fees are payable.
- From 1st May – middle of May – two month's tuition fees (residence visa/EID cards must be applied for).

Retaining Tuition Fees

Policy 39 of the Private Schools Policy & Guidance Manual 2014-15 (English Version), the School may retain a certain amount of the tuition fees in any of the following cases:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the School may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the School may retain the value of two full months of tuition fees.



- If a student attends over six weeks in a term, the School may retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after a term has already commenced.

1. Where student's experience delay in joining and there is no availability in the year group, the School can request the value of one term's tuition fees to reserve places.
2. Where student's experience a delay in joining and there is no waiting list, tuition fees will be payable on a pro-rata basis.

Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Textbooks and uniform fees paid to the School will be refunded if such have not yet been used.

GEMS CAMBRIDGE SCHOOL TUITION FEES STRUCTURE

Tuition fees are payable in advance of attendance (before or on the day of attendance) and are set in accordance with the fee structure established by GEMS Education and approved by ADEK.

Approved School Fees Schedule Academic Year 2019-2020

Year Group	Annual Tuition	Fees (AED)			Uniform (AED)
		Term 1	Term 2	Term 3	
FS 2	21,300	8,520	6,390	6,390	355
Year 1	25,520	10,208	7,656	7,656	355
Year 2	25,520	10,208	7,656	7,656	375
Year 3	27,780	11,112	8,334	8,334	375
Year 4	27,780	11,112	8,334	8,334	375
Year 5	29,840	11,936	8,952	8,952	390
Year 6	29,840	11,936	8,952	8,952	390
Year 7	32,000	12,800	9,600	9,600	390
Year 8	32,000	12,800	9,600	9,600	390
Year 9	34,060	13,624	10,218	10,218	395
Year 10	34,060	13,624	10,218	10,218	395
Year 11	35,190	14,076	10,557	10,557	395
Year 12	36,220	14,488	10,866	10,866	395
Year 13	36,220	14,488	10,866	10,866	395

Approved School Fees Academic Year 2019-20 (Source: Department of Education and Knowledge (ADEK))



Non-Payment of School Fees

The School will not dismiss students due to a delay in the payment of School fees; however, the School may suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians.

Further, the School may withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

Registering Students with the Department of Education and Knowledge (ADEK)

The School is in a position to officially register overseas pupils on the Abu Dhabi Department of Education and Knowledge Electronic Student Information System (eSIS) up until one month before the end of year examinations, or in accordance with the dates determined by the official calendar each year. By this time, parents/guardians are obliged to have furnished the School with the official signed, stamped (and where applicable) attested and translated School Reports and Transfer Certificates.