

# Admissions Policy

**School:** GEMS Cambridge International School – Abu Dhabi

**Last Amendment:** August 2025

**Policy Review Date:** August 2026

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## Roles and Responsibilities

The Principal / Head of School will admit students only in accordance with this policy and will ensure that procedures are implemented and monitored.

In drafting this policy, consultation has occurred with GEMS Corporate Team, Principals of GEMS Abu Dhabi Schools and ADEK.

## Purpose

The purpose of this Admissions Policy is to ensure full adherence and compliance with the Rules and Regulations for Private Schools in the Emirate of Abu Dhabi (Executive Council Resolution No. 26 of 2013), ADEK guidance, and GEMS Education requirements.

This policy also ensures:

- A fair, transparent, and consistent admissions process
- Appropriate age and year-group placement
- A smooth transition from historical year-group anomalies to a unified structure across all GEMS schools
- Alignment with the UAE Federal Government’s commitment to high-quality education for all learners

All references within this policy are aligned with ADEK regulations unless otherwise stated.

This policy follows the age Year / Grade instructions from ADEK which can be seen in Appendix 1.

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## General Admissions Criteria

GEMS Schools enroll students regardless of gender, nationality, or disability/diagnosis. GEMS Cambridge International School Abu Dhabi admits students based on:

- Availability of places
- Age eligibility in line with ADEK cut-off dates
- Review of academic records, behavioural history, and learning needs
- The school's ability to meet the educational needs of the student
- Where records are incomplete or unclear, placement decisions will be made according to verified date of birth documentation.
- Enrolments will be open one year in advance subject to ADEK approvals.

## Admissions Process

Applications are prepared by the Registrar and given to the Senior Management for selection:

1. Parents are informed and the student is asked to take assessments if appropriate (see admission specific for KG and Grade 1)
2. Interviews, play dates, and observations are arranged with students if required
3. Student admission confirmed and parents informed

## Registration Fee

- To secure a place, parents are required to pay the registration fee within 7 days of receiving the offer.
- The registration fee will be a maximum of 5% of annual tuition fees
- The registration fee is deductible from tuition fees
- **The registration fee is non-refundable** if the student does not attend (in line with ADEK Article 44)

Enrolment may open up to one academic year in advance, subject to ADEK approval.

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## Admission for KG1/ KG2

In the case of KG1 / KG2, schools will admit pupils in line with Circular EDO/812 dated 13 November 2013 and issued by Eng. Hamad Ali Al Dhaheri, Executive Director Private Schools and Quality Assurance Sector.

Students will be admitted in accordance with the following criteria:

- Admission is based strictly on age eligibility, verified through an Emirates ID, birth certificate, or passport.
- No formal assessments or tests are required. Playdates and observations may be carried out to support understanding of the child's readiness and transition needs.
- Places are offered subject to availability.
- Where a student presents with a formal diagnosis or observable additional needs, families will meet with the school on a one-to-one basis to discuss support requirements and agree on an appropriate transition plan.

## Admission for Grade 1

Students applying for entry into Grade 1 will be admitted in accordance with the following criteria:

- Admission is based strictly on age eligibility, verified through an Emirates ID, birth certificate, or passport.
- An interview will be conducted by an appropriate and designated member of staff (e.g. Registrar, School Counsellor, Head of Section, or Head of Year).
- The interview will focus on the student's social and behavioural readiness for Grade 1.
- Places are offered subject to availability.

## Admission for Grade 2 and higher

Students applying for entry into Grade 2 and above will be admitted in accordance with the following criteria:

- Placement is based on prior academic records and recommendations, in line with ADEK policies and guidelines.

- Students may be required to complete a formal assessment, depending on the curriculum model and year group applied for.
  - Where academic records are unavailable, incomplete, or where the suitability of a recommended placement is queried, the Registrar will determine placement strictly according to the student's date of birth, verified through an Emirates ID, birth certificate, or passport.
  - Applications must be accompanied by all required documentation. Where documentation is unavailable at the time of application, parents must sign a time-bound undertaking to provide the required documents in line with local regulatory requirements.
  - Where further information is required to support placement decisions, this may be supplemented by a one-to-one interview with the Head of School.
  - Priority for admission is given to Emirati students, followed by siblings of existing students, students transferring from other GEMS schools, and then other applicants in order of application date.
  - The school adheres to ADEK inclusion guidance and will consider the admission of students with mild to moderate additional needs, subject to place availability and the severity of need.
  - In cases where the school is unable to meet a student's needs due to the level of support required, an *Inability to Meet Needs* form will be submitted to ADEK.
  - Where one-to-one learning support or a shadow teacher is required, additional fees may apply in accordance with ADEK approvals and will not exceed **50% of tuition fees**. The school must be satisfied that any support staff meet professional, safeguarding, and Child Protection requirements in line with school and ADEK policies.
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## Specific Assessment Criteria

### Foundation Stage

- Students may be offered the opportunity to attend a playdate.
- Playdates allow the school to observe speech, readiness to learn, and any early indicators of additional needs.
- Playdates and observations do not create a barrier to admission.

- Observations support open discussion between the school and parents regarding any early intervention that may be beneficial prior to transition.

### Year 1 to 2

- Students may be offered the opportunity to demonstrate their acquisition of phonics and language skills.
- Based on the outcomes, parents may be guided towards supplementary support that can be undertaken prior to transition.

### Years 2 to 9

- Students will complete assessment activities in English and Mathematics.
- The outcomes of these assessments are used to support placement and transition planning.
- Based on the outcomes, students and parents may be invited to meet with the School Counsellor to gather further information.

### Year 10 and 11

- The GCSE and iGCSE programmes are two-year courses.
- Students joining the cohort must be on track to meet ADEK equivalency requirements: a minimum of five subjects (including English, Mathematics, and Science) at Grade D / 3 or above.
- Students who do not meet this criterion may not be eligible for promotion at the end of Year 11.
- Students joining after one term in Year 10, or at any point during Year 11, must provide transcripts from their previous school detailing the subjects studied and the examination boards followed.
- This information ensures curriculum continuity and supports students' chances of academic success.

### Year 12 and 13

- Admission to the AS and A Level Programme is subject to the availability of places.
- Students must have achieved a minimum of *five IGCSE grades at A–D / 9–3\** in ADEK-recognised courses.
- GCSE / IGCSE results will be reviewed to ensure suitability for the programme.

- Students and their parents will meet with a member of the Senior Leadership Team to finalise enrolment following the release of examination results.

## Appendix 1

<b>GEMS CAMBRIDGE INTERNATIONAL SCHOOL ABU DHABI</b>		
<b>GRADE</b>	<b>AGE REQUIREMENT</b>	<b>DATE FOR ACADEMIC YEAR</b>
KG1 / FS2	4 years	By September 1
KG2 / Yr 1	5 years	By September 1
Grade 1 / Yr 2	6 years	By September 1
Grade 2 / Yr 3	7 years	By September 1
Grade 3 / Yr 4	8 years	By September 1
Grade 4 / Yr 5	9 years	By September 1
Grade 5 / Yr 6	10 years	By September 1
Grade 6 / Yr 7	11 years	By September 1
Grade 7 / Yr 8	12 years	By September 1
Grade 8 / Yr 9	13 years	By September1
Grade 9 / Yr 10	14 years	By September 1
Grade 10 / Yr 11	15 years	By September1
Grade 11 / Yr 12	16 years	By September 1
Grade 12 / Yr 13	17 years	By September1