

مَدْرَسَةُ الْخَلِيجِ النَّمُوذَجِيَّةِ

Gulf Model School



ADMISSION POLICY



POLICY STATEMENT

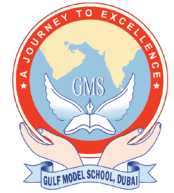
The school has an open policy for students who choose to join us. Students, irrespective of any difference, are accepted and cherished and they are helped to grow as productive citizens of the world. Our admission philosophy is inclusive. The school opens admission by registering the child with the school by personal meeting.

AIMS AND OBJECTIVES

- Our aim is to establish an institution of excellence
- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the seats available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- The level of ability of a child or any special needs that she/he may have plays no part in the admissions policy of this school.

GENERAL RULES AND PROCEDURES

1. Filling up REGISTRATION FORM
2. Any attempt to fill more than one form for one child will result in his / her disqualification for admission.
3. Entries with regard to the Name, Date and Place of Birth should be in conformity with the passport.
4. All admissions are subject to MINISTRY APPROVAL.
5. No provisional admission will be granted.
6. Children on VISIT VISA are not eligible for admission. No admission will be granted to the pupils coming from unrecognised schools in UAE
7. Children seeking admission to KG 1 Class should have completed 04 (Four) years of age as on 31st March of the current year. Underage children will not be admitted as per the instructions from the Ministry of Education



8. No pupil will be permitted to attend the school till his / her Vaccination Card (Original) is submitted to school's Medical Center by his / her Parents or Guardians.
9. Incomplete Admission Forms or Admission Forms not accompanied by proper documents will not be accepted.
10. Siblings of existing students will receive admission preferential admission based on seat availability
11. Applications will be sorted on a first come first served basis

DOCUMENTATION

The following documentation is required for admission: UAE Citizens

- Students birth certificate
- Passport copies of student and parent/guardian
- Immunization/medical record
- Previous school records (if applicable)
- School transfer documents (if applicable)

Non-UAE Citizens

- Students birth certificate
- Passport and visa information for student and parent/guardian
- Immunization/medical record
- Previous school records (if applicable)
- School transfer documents (if applicable)
- Transition certificate by Ministry of foreign affairs of his/her country

RESPONSIBILITIES

Management

- Will ensure all applicable records are kept and submitted to KHDA annually
- Will monitor admission policy and review annually

The Principal

- Will monitor admission process
- Will implement this policy in its entirety
- Will ensure all relevant staff members are aware of admission procedure



Parents

- Will provide all required documentation for admission
- Will abide by set enrollment dates
- Will ensure all information and documentation submitted to the school is true and accurate

REGISTER

The school will maintain a register of enrolment in accordance with KHDA requirements and guidelines.

The school will appoint a school registrar as the person responsible for entering health, attendance, punctuality, and discipline data, and he/she will also be monitoring and maintaining this data in a centralized system. This information will be shared with KHDA as per KHDA guidelines and regulations.

Admission Arrangements for students with Special Educational Needs.

Prior to admission, the senior management team will ensure that the school can meet the needs of the special educational student both in the infrastructure and academics. School will provide education for children with moderate and severe learning difficulties.

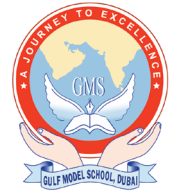
This admission procedure is designed to specifically identify individual needs of prospective students and then state the various strategies involved for individual child.

The admissions procedure involves the following steps:

1. Referrals are received from parents.
2. Members of the Senior Leadership Team consider these referral papers and review it.
3. Following discussions with senior counsellor, a meeting is arranged with the parents of the child to get a very broad view of the students needs.
4. Discussions regarding the child and the methods involved in the IEP will be briefed.

Arrangements for waiting list and over – subscription

Our school employs a wait list policy for future enrollment. The family wishes to remain on the waiting list, they must then complete an application for their child to be enrolled in the waiting list. The application form includes information like the student's name, telephone number, birth date, grade, application date, student application receipt status, teacher recommendation and transcript



grade, application date, student application receipt status, teacher recommendation and transcript status, their entrance test date, interview date, requested start date, notes and what school the student has been attending etc.

These lists are compiled and are used to track the student application process, helping to ensure timely interviews when openings occur. The registrar is responsible for maintaining the wait list. The list is reviewed regularly and the registrar is in contact with these people.

If there is an extra ordinarily big number of waiting list for any particular grade the school authority in consultation with KHDA will look into the prospect of opening a new section.

Parent School Contract

The parent must agree to sign the parent-school contract as instructed by KHDA within the stipulated time.

Procedure for withdrawal

There is a specific Application Form for the withdrawal of a student from the school, available with the Registrar. Parents are advised to give atleast a month's notice to the school authorities while applying for the Transfer Certificate. On collection of the TC the parents are advised to collect the medical record of their ward from the School Nurse at the Medical Room

POLICY DETAILS

Reviewed on	April 2022
Date of Next Review	April 2023
Responsible Person	Admission Officer
Approved By	Principal