

GIIS-AD-Policy-25-016

## STUDENT REGISTRATION AND ADMISSION POLICY

<b>Last Review</b>	26 <sup>th</sup> October 2025
<b>Revised on</b>	27 <sup>th</sup> October 2025
<b>Reviewed by</b>	Principal, Vice Principal , SLT, Inclusion Head and Registrar
<b>Next Review</b>	April 2026

### SCOPE/INTENT

The primary purpose of the admission policy is to provide guidelines for the prospective parents with an understanding of the admission thereby promoting uniformity and consistency across institutions.

### SCHOOL ADMISSIONS POLICY

The school admission policy is developed and implemented in line with ADEK guidelines and is made available to the prospective parents via our school website.

1. **Non -Discrimination:** We strive to provide students fair and equal opportunities to seek admission to our school, regardless of race, gender (excluding single gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
2. **Open Campus:** We allow prospective parents and students to visit the school's premises prior to appointment.
3. **Procedures:** The school is communicating clear procedures and timelines for applications, offers, acceptances, and enrolment.
4. **Documentation:** The school clarifies the documentation that parents are required to submit to enable the admission of their children to the school during the first communication via mail.
5. **Inclusive Admission Practices:** The school is adopting practices for students with additional learning needs during the admissions process, in line with the ADEK Inclusion Policy.

## **6. Transition Between Phases / Promotions**

The school actively plans and implements transition support when students move between key stages, cycles, or when they are being promoted or accelerated. For any student who has not been promoted, or who is being accelerated, we develop an individualised documented learning plan (DLP) in consultation with parents, teachers and inclusion staff. In the year prior to a cycle change, we provide familiarisation activities like transition workshops, school visits and during the first year of the new cycle we closely monitor and support students, ensuring that they build positive relationships with new teachers and peers and adapt to the changed environment with confidence.

## **7. Graduation, Leaving School & Pathway-Switching**

As students approach the end of their current programme or consider changing pathways (e.g., moving into higher education, technical and vocational education and training (TVET), specialised provision, homeschooling or other non-mainstream systems, our School ensures they are well prepared for the new environment. We provide guidance, workshops, counselling and tailored support plans to enable each student to transition successfully. For students with additional learning needs, this planning is aligned with the School's inclusion provision and the ADEK Inclusion Policy, ensuring reasonable adjustments and support continue through to the next phase of their education.

## **RESPONSIBILITY & AUTHORITY**

The Head of Admission/Admission counsellors will ensure that all details pertaining to school facilities, infrastructure, fee structure, ADEK enrolment, documentation and curriculum are provided to the parents of prospective students at the time of admission.

## **ADMISSIONS ASSESSMENTS**

- The school will be assessing the students through observation, interviews, and/or placement tests for students in pre-kindergarten to Grade 12.
- The school assessments are done to understand the level of learning support required for the prospective students.

## **WAITING LIST**

The school is ensuring the waiting list criteria are published on the school website to ensure transparency in the selection process, informing the maximum number of students who can be on the waiting list within the valid period.

**Amendment affected on 25<sup>th</sup> March 2026 considering the current geo political scenario , school will give priorities to those students who are physically available in UAE with valid Emirates ID and all the documents as per ADEK registration requirement over those students who have been placed in the waiting list who are physically not available and do not have valid documents.**

### **PROVISIONAL ADMISSION LETTER**

The school issues a provisional admission letter with the validity period mentioned along with the academic year.

### **REGISTRATION**

1. **eSIS** : The school register all the new students on the Enterprise Student Information System (eSIS)
2. **Documentation**: The school requires following documents from the parents to complete the admission process
  - a. **Registration Form**: The parent requires to complete the admission form that is available on the school website and need to update as and when required based on the document expiry ensuring the correct information is updated like
    - Student contact information
    - Copy of child's birth certificate
    - Copy of child's passport
    - Copy of child's Emirates ID
    - Copy of parent's passports (Both mother and father, if applicable) and evidence of UAE residency.
  - b. **Medical Records**: The school maintains the medical records of the student's in accordance with the Department of Health (DOH) requirements. The school collects the copy of the student immunisation record. The school nurse creates DOH -complaint medical files for new students from schools outside the UAE.
  - c. **Transfer Certificates**: The parent has to submit the promoted original Transfer Certificate with the attestation to the school in case the student is coming from outside UAE. Transfer Certificate is mandatory for Grade 2 and above admission.
    - **GCC countries** - Transfer Certificate stamped by the Ministry of Education from a previous country of residence.
    - **Arab countries and other countries** –Attestation required from UAE (Ministry of Foreign Affairs)

- d. **Documented Learning Plan (DLP):** If applicable, schools shall plan, monitor, assess, and evaluate teaching and learning programs personalised for students with additional learning needs, as per the ADEK Inclusion Policy.
- e. **Clinical Assessment Report:** If applicable, schools are authorised to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the ADEK Inclusion Policy.

## ENROLLMENT AND RE-ENROLLMENT

1. **Enrolment:** The school is authorised to enrol students at any time (subject to available space and fulfilment of admissions requirements) prior to the enrolment cut-off date stipulated by ADEK.
2. **Re-enrollment:** The school ensures that re-enrolment for all existing students for the upcoming academic year, provided that all conditions for re-enrolment, as defined by ADEK, have been met.
  - a. The school shall have a clearly published re-enrolment procedure, detailing the prerequisites and timelines for re-enrolment.
  - b. The school ensures that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the ADEK Fee Policy, unless parents actively choose to withdraw their child from the school.

## PLACEMENT OF NEW STUDENTS

- Maximum capacity of each Pre-Kindergarten, Kindergarten 1 and 2 class is 25 students.
- Maximum capacity of each section Grade 1 to 12 shall be 30 students.

## Age cut -offs for Grades

The age cut -off date	Academic year starts in April
Pre-Kindergarten/FS 1	3 years before 31st March of that academic year
Kindergarten 1 /FS 2	4 years before 31st March of that academic year
Kindergarten 2/Year 1	5 years before 31st March of that academic year
Grade 1/ Year 2	6 years before 31st March of that academic year

## ADMISSION PRIORITIES

The school ensures that existing students with Siblings, management referred students, *new*

*students with siblings, Staff children, ex GIIS students, GIIS inter school transfer within UAE/outside UAE, tie up with corporate company's employee's children, students residing near school area are given preference under the quota that is decided by the school management.*

#### **TRANSITION FOR NEW AND TRANSFER STUDENTS:**

The school takes all necessary steps to ensure a seamless transition for new and transfer students.

1. **Transfer of Records:** The sending school shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the ADEK Records Policy. In case of transfers within the Emirate, receiving schools shall update the student's registration on both ADEK's eSIS and the school's internal system.

2. **Transferring Curricula:** When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall write to the student's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those students who seek equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the ADEK Curriculum Policy.

\*This policy has been reviewed on 25<sup>th</sup> March 2026 to incorporate amendment considering the current geopolitical conditions.



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