

ADMISSION POLICY

1.0 Objectives

The objective of this document is to describe the admissions, enquiries handling and the process of registration, admission evaluation and placing students in a class at the appropriate level. To define and implement a process to improve the organization's performance and student LIVE count.

2.0 Scope

This process applies to GIIS Dubai. Global Indian International School Dubai is committed to providing quality education to students from diverse backgrounds. This Admissions and Enrollment Policy aims to ensure a fair, transparent, and inclusive process for the admission of students, while maintaining compliance with relevant regulations and guidelines.

3.0 Policies

1. Planning

The Admissions Department shall follow and plan the procedure as per the guidelines given by KHDA and management decisions. The planning may differ as per the situation mentioned below:

1. Admissions approaching in the beginning of the academic year.
2. Admissions in the mid of the year.
3. Admissions getting transferred from other curriculum (eg. American or
4. British curriculum)

Regular meetings and review shall happen to address the following:

- Achieve targeted student strength
- Minimize withdrawal applications
Address grievances, if any, of existing parents
- This is how the forecast for admission process is defined and accordingly the actions are taken.
- Once the planning for admissions is framed for the academic year, the admission team starts the follow up off the enquiries received via: HubSpot CRM, Walk-in, mail and through digital.

2. Enquiries & Admissions Process

Enquiries may arise from website, advertisements, flyers, emails, Facebook, WhatsApp, referrals or walk-in customers.

The Admissions Department Staff shall attend to these enquiries, in each of the cases above, in the following ways:

1. Answer the queries of the parent on the phone. Ask the parent to fill up the online admission application form, confirm the eligibility of the child as per KHDA policy and schedule the assessment of child so that admission procedure can be completed.
2. Answer the query of walk – in parent personally, following it up with a tour of the campus and handing over the admission pack, comprising of school brochures, Fee Structure and GLM.
3. Answer the email enquiry by replying to the mail, within 24 hours. Check on relocation dates of family. Also explain about the provisional admission to parents. When attending enquires over the phone or in person, the relevant Admission Staff shall record necessary information in Hub spot. These include:
 - Upon receiving an enquiry the Admissions Staff will fill the details in Hub spot.
 - If there is any follow-up required, the Admissions Staff shall contact the parent at an appropriate time and record all remarks / action taken.
 - Follow the Guidelines of the marketing dept.
 - The Admission Staff shall compile, on a monthly basis, the statistics for the number of enquires and record them in the “Monthly Admissions Summary”.
 - Once the parent wants to take the admission, the online admission form has to be filled and registration fees is collected.
 - The documents shall be collected as mentioned in the tabulation below and then it shall be submitted for KHDA approval. The process of approval shall be as follows:
 1. If the student is enrolled in the beginning of Academic Year, documentation is completed and if the KHDA portal is open for the enrollment, school can directly enroll the child and parent can pay the tuition fees and complete the admission formalities.
 2. If the student is enrolled in the mid of the Academic Year and if KHDA portal is closed, Arabic secretary will take student detail to KHDA for their approval. And then the admission formalities are completed.

As per KHDA guidelines, the following documents shall be submitted by the parents for every child before admission:

1. EID of student
2. EID of both Parents
3. Passport copy & residence visa of student
4. Passport copy & residence visa of both parents
5. Attested Birth certificate
6. Attested Transfer certificate for grade 2 and above
7. Progress report of last term attended
8. Vaccination record

9. Copy of medical insurance card of student

10. Photograph- 2 no's

*Documentation for direct admissions to grade 10 and 12 are in annexure 1.

When the parent has completed registration process, the Admission Staff shall schedule the assessment for the prospective student [KG and grade 1 and above get their assessment done and then the registration fees paid].

Further explanation of GIIS and its course and curriculum offerings can be referenced to the relevant Brochures and School website.

3. Registration

For all admissions enquiries, the parents are informed to fill up the admission forms available on the website. When the forms are submitted, an application number is generated, which is used as a reference number by the admissions office.

The Admission Officer checks for admission forms received on a daily basis. As soon as a new form is loaded, admission team will call the parent to complete the admission formalities.

The Admissions Department shall ensure proper maintenance of documentation and admission procedure is completed in MYGIIS and KHDA portal for Auditing purpose.

In case of Emirates ID of the student is in process the student is registered on the sponsoring parent's EID [parent declaration]

Grade 2 and above – if the transfer certificate / school leaving certificate is in process in the previous school an undertaking by the parent is signed and a timeline is set for the submission of the document. [parent declaration]

The Admissions Department shall follow-up on enquires on MYGIIS, Facebook, WhatsApp and official mails for the admission enquiries received, preparation of daily report, update and review of live student count in MYGIIS and KHDA portal to ensure all the students are entered with correct data and information in order to reduce the chances of risk and penalties by KHDA.

Once the initial formalities are completed and approval received by KHDA and the same shall be informed to the parents.

After all the formalities parent has to sign the parent school contract as per KHDA regulation.

Admissions process involves complete control of documentation and updating of data without which the admission of a student is incomplete.

4. Assessment / Interaction

Prospective students shall appear for Assessment before they are enrolled. The child should appear for the Assessment on the scheduled day. For children applying for Grade 1 to Grade 5, the children are tested on the grade appropriate concepts in

English and Math. For Std.6 to Std.10, the children are tested in English, Math and Science. For Kindergarten children, it is an interaction session, where the Admissions Officer / KG Head checks to see if the child is ready to be admitted in the class for which he/she has applied. The purpose of placement test is to keep prospective student grouped with children of the same age.

Kindergarten – The assessment is conducted by the Supervisor following which.

Scenario 1- The child is able to complete the assessment sheet and a verbal interview according to the age expectations. The parent proceeds to pay the AED 500/- admission fee.

Scenario 2 –

- child is not able to complete the assessment therefore either the parent is asked to demote the child or sign an undertaking that the parent will work with the child at home to reach the class level.
- In case of the demotion a demotion form is filled by the parent according his /her consent towards the demotion.
- The parent is given the assessment sheet and is asked to practice at home and come back for another assessment.

Scenario 3 – In case the child is an identified child with difficulties a meeting with the supervisor, SEND department coordinator is scheduled to guide the parent. An external report from an agency in Dubai is required for inclusion which should not be more than 6 months old. An LSA is asked to be appointed in cases.

4.1 Conducting of Placement Test

When the child arrives for their placement tests, the Admissions Staff shall administer the test to the child. The parents and prospective students are informed about the evaluation and its purpose. Admission Staff shall check student data, e.g. name, date of birth, address, and school year before the start of the placement test. Procedure for each of the classes is discussed in details below:

- Nursery: The child is asked to assemble puzzles to assess hand and motor coordination, Identification of Animals. Colors, Shapes, etc. is done during the exercise. The child is assessed on clarity of speech, behavior, and ability to follow instructions.
- KG 1: The Admission Officer / KG Head sits with the child and goes through some story books and puzzles with the child to warm up the child. Once the child is comfortable, the officer goes through a worksheet with the child, in order to assess the child's ability to recognize letters of the alphabet, same and different objects, recognize shapes, numerical ability and ability to follow instructions. If the child is joining at the beginning of the academic year his manual dexterity skills are tested to see if he/she is ready to begin writing in KG1.
- KG 2: The Supervisor sits with the child to go through the worksheet. Recognition and writing skills are assessed. The child is asked to write alphabets – both upper and lower cases, and asked to read phonically the alphabets.

Numerical ability is tested by basic counting exercises and writing of number names. Logical reasoning is tested by asking the child to match pictures.

- For each of the above, if the child is joining the school mid-session, the test will incorporate some of the test portions of the next class as well. Admission is determined by a combination of child's performance at the test as well as the age of the child. As per KHDA age policy eligibility is checked and admission is given in appropriate class. Children who have turned 3 by 31st of March are eligible for Pre KG and child who will turn 4 by 31st of March is eligible for KG 1.
- Test for Grade.1 to Grade.5: Grade appropriate concepts in English and Math are tested. The Admissions Officer goes through the paper with the child and explains to them what is expected out of them. They are encouraged to ask if they have any doubts with regards to understanding the questions.
- Test for Grade 6 to Grade 9: Grade appropriate concepts in English, Math and Science are tested. For Classes of std.8, 9 the admission is granted in the respective class keeping in mind the marks the child has obtained in the previous class, in the earlier school the child has attended.
- Grade 10, 11 and 12: The admissions department will take an appointment for an interaction with the principal with the previous year's report card. Schedule a meeting either face to face or zoom session. The outcome of the meeting will decide whether the student should appear for a test in math or science.
- Grade 11 and 12: Depending on the pre board mark sheet the students can be granted admission to the choice of stream and subjects depending on
 - Securing minimum 65% and above for science stream.
 - Math subject will be granted only if the student has secured 65% and above in the G 10 exam.
 - Math subject for commerce will be granted only if the student secures 65% in math in the G 10 exam.
- Admission procedure for children with special needs: At the time of admission where the parents inform that the child has special needs, a meeting is arranged with the school counsellor. The counsellor sits with the child for an extended period of time, to ascertain the level and intensity of the special need. She will also discuss the same parents and go through medical reports if any.
- In case where the parent does not inform the school, the admission officer / KG Head will usually be able to identify a child with special needs. The parent is then asked to come for another round of interview, after the test. The interview is done by the school counsellor, who will determine the level of the special need. In some cases where the school would be in a position to accommodate the child, admission is granted. In other cases, the parents are advised to seek admission in specialized schools.

4.2 Post Assessment Test

Correction of the Placement Test Papers will be done within 24 hours and the child's performance is discussed with the parent. Parents are advised which class the child is best suited for. The Academic team shall mark the sheet after the student has finished indicating all required results and GIIS grading system. Admissions Staff shall inform parents of the results. The Admission Staff shall compile the statistics for the number of enquiries, appointments attended, placement test conducted and record them in the "Monthly Admissions Summary".

4.3 Class Allotment

Class Allotment is done as per the performance of the child. These are the processes followed in each of the cases:

- Based on the grade, the Admissions Staff shall assist the parent by providing further information on the suitable classes, and enrolling the child on the spot, if possible. The class/section allotment shall be done only by the concerned Academic Supervisor. Parents shall be given relevant information which details the course of study / curriculum for their child.
- For children who have not done well in the test and do not appear ready for the class that they are seeking admission for, they are placed one class lower. Detailed counseling sessions are held with the parents explaining to them the benefits of doing so. And KHDA demotion letter is signed by the parent.
- Where there are small study gaps, the admissions office will give the parents a study pack – which will attempt to bridge these small gaps. The study pack comprises of that material which has been covered in class from the beginning of the academic year – and is extremely useful especially for mid-session admissions. [admissions office shares the google g suite id for the portions missed]
- Where the gap seems large, admission is granted on conditional basis – an undertaking is taken from the parent after a clear understanding is given that in case the child does not perform well at the time of the final exams, the child will not be promoted to the next class.
- The class is updated in the comments column of the Admission System (e.g. MYGIIS) and the comment "pass" is marked against the child's form. This enables an auto mail from the admissions mailbox to go to the parents, informing them to complete the admission process within 7 days of the mail. The parents are also informed, via the same mail, what documents are required to be submitted at the time of the admission.
- The Admissions Staff shall follow up with those parents who have not signed up yet. The Admissions Staff shall transfer the placement test results into the Student's File.

The other admission requirements are as follows:

1. Transfer certificate is required or Completion Certificate for the admission in KG-1, KG-2 and Grade-1 if the child has attended any formal school before joining GIIS in UAE. If the same grade admission are approaching with request in the mid of the academic year, then they will have produce the school leaving certificate.
2. All the admissions from Grade-2 onwards are required to submit the transfer certificate attested by the relevant agencies[MOFA] in the beginning of the AY and school leaving certificate in the mid of the AY
3. To give the Parent Disclaimer Form for the admissions approaching and making them aware about the curriculum, syllabus and other activities followed by the school.
4. Undertaking for the incomplete documents are submitted by any parent. Documentation has to be maintained as soft copies and scanned copies to be uploaded in the KHDA portal.

ON BOARDING

The admissions head or the PRE will transfer the students to the live section in Mygiis once the parent becomes a customer/ has paid the tuition fee. The PRE shall be notified by the Admission Team of the registration of the parent and the admission being confirmed after the admission fee is paid. A parent is given the timeline of 24 hours before the parent can start school. This will ensure the welcome letter of the class teacher reaches the parent along with timetables and relevant material.

6. OUTPUTS / REFERENCES

All the admissions related records are maintained and required follow up are listed below:

- Document Checklist – Used for updating the document status along with the undertaking of the parent if any document is pending.
- Parent Disclaimer Form
- Transport Form
- DHA Form
- Placement Test Result, if any

The admission policy will be amended in the case of government policy changes. Admission policy will be reviewed once a term in the academic year. The admission policy shall not have any amendments made in the mid-term. The policy will be under review in the month of January, April and September.

Annexure

01. Direct admission to grade 10 and 12 [reference CBSE document]

02 Shifting because of transfer of parent(s) from present place of posting to another (Students whose parent(s) are in service)

a. Request of the parent.

- Justification letter
- Letter by HR of the new company [proof of the employment]

b. Final Report Card of previous class mentioning passed and promoted.

c. Transfer Certificate of previous school.

d. Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer.

- Attested by MOFA

e. Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.

- Ejari document
- DEWA bill

f. PP size photograph of the student.

e. Admission form duly filled with all relevant fields.

Due to Shifting of Business

a. Request of the parent.

- Justification of business transfer in Dubai mentioned clearly in the letter
- b. Final Report Card of previous class clearly mentioning passed and prompted to next class with stamp and sign.
- c. *Transfer Certificate of previous school.
- Attested by MOFA
- d. Proof of old business address.
- License copy of the old business proof
- e. Change in current account address in bank record.
- f. Proof of address change with tax authorities. [only for INDIA]
- g. Change in TAN Card with updated new address
- h. admission form with photograph

03. Change of hostel

- a. Request of the parent.
- b. Report Card of previous class.
- c. Transfer Certificate of previous school.
- d. Statement/Declaration of the parent(s) on shifting from hostel with evidence.
- e. Fee payment receipts of hostel issued by previous school.
- f. In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidence.
- g. Admission form with photograph.
- h. Justification letter of the parent for the change.

Refer to the CBSE documentation for grade 10 and 12 Direct Admissions.

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