

## **STUDENT REGISTRATION & ADMISSION POLICY**

### **1.0 Objectives**

The objective of this document is to provide prospective students and parents with an understanding of clear guidelines regarding registration and admission.

### **2.0 Scope**

This process applies to GIIS Dubai.

### **3.0 Policies**

GIIS is a progressive school and shall strive to provide equal opportunity for all students seeking to get educated at its premises. The school maintains a zero rejection policy. Low achievers and students of determination are accepted in our school according to the facilities and resources available at school to meet every child's needs. Type of disability is categorized according to categorization recommended by Knowledge and Human Development Authority (KHDA). The Recommendations provided by psychologists are shared during the induction period. We strive to provide continuous and consistent interventional programmes for children with difficulties by the special educators in the school premises. Parents are provided with full information and consent is taken before starting any programme. We encourage extra support from outside school including Psychiatric help, Physiotherapy, Speech therapy, Occupational therapy and provision of Learning Support Assistants for special education needs & gifted and talented students.

The school shall follow the below mentioned guidelines with regard to registration and admission of the students.

### **3.1 Registration and Admission Counselling**

- Pre Admission Counselling – Parents as well as the students seeking admission shall be provided with detailed information by the school admissions/administrative executives regarding the registration and admission process.
- All prospective students and parents shall have the opportunity of visiting the school and familiarising themselves with the school campus virtually or physically.
- Admissions at GIIS is open to students of all permitted nationalities subject to approval by KHDA.
- Each student seeking admission shall first register himself/herself for the class for which he/she is seeking admission in the school website [www.dubai.globalindianschool.org](http://www.dubai.globalindianschool.org)

### ***3.2 Interaction and placement tests***

- All students fulfilling the age criteria for Kindergarten shall be directly admitted with interaction as per availability of seats.
- All students seeking admission to Grade 1 and above shall appear in the admission test which will ascertain the suitability of a student for a particular grade and to determine whether the student requires any additional support from the school.
- The School shall interact with the child along with parents with mild to moderate special needs, and may require such students to take certain placement tests to give an indication of their performance levels to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.
- The school shall interact with Gifted and talented students & students with special education needs through the RAHAAL Program depending on the performance levels. School has tie up with established and approved special education needs centre who provide services in discounted price.

### ***3.3 Admission Information, Documents and Records***

- Each parent shall fill up the Admission Registration form, Student ID form and Transport requisition form and provide any other data the school may need to process the admission of the student
- Parents shall submit student achievement records of the previous grades in case the admission is sought to Grade 2 and above
- Parents shall submit a Transfer Certificate in case the student is transferred from another Emirate or from another country
- Wherever the student is from another country, the parent shall get the Transfer Certificate attested by competent authorities as mandated by UAE laws and submit the same.
- Parents shall submit results/reports of any special needs tests assessments carried out for the student, if any, at the time of admission.
- Parents of all newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from schools abroad) shall submit their vaccination cards and medical records as an integral part of the admission and registration procedure.
- The School shall process the admission of students who fail to submit vaccination records subject to an undertaking from the parent that they shall submit the relevant records before the end of the student registration deadline by KHDA. Students shall not be eligible for registration if the records are not submitted before the end of the deadline.
- The School nurse shall create new medical records for students registered in Kindergarten or Grade 1
- The School nurse shall obtain the medical records of transferred students from other schools within the UAE
- The School nurse shall create new medical records of transferred students from schools outside the UAE
- The School shall keep records of all student admission files including required information and documents

### ***3.4 Student Capacity and Admission Priorities***

- Maximum capacity of each KG class shall be 25
- Maximum capacity of each section from Grades 1 to 12 shall be 30
- The School may apply following admission priorities if there are more requests for spaces than available places:

- Students who attended the School in the previous year or period (ex-student).
  - Students with siblings already in the School.
  - Children of School staff.
  - Students who live near the School
  - Siblings of new admissions.

### ***3.5 Registration***

The school shall follow KHDA regulations and guidelines for registration of the students on KHDA portal. Parents shall be briefed about the registration requirements at the time of admission counselling.

[Back to Index](#)