

GEMS Wellington Primary School

Admissions Policy

GEMS Wellington Primary School follows the National Curriculum for England and offers a British style preparatory education. It provides an ideal primary education for children who might continue in British schools in the UK or anywhere else in the world. GWPS is proud of its high standards. GWPS is a truly international school and doesn't discriminate based on nationality, country of origin, religion or race. GWPS has a zero tolerance policy against racism and discrimination.

The curriculum is delivered in English and in all areas of the school English is used. Therefore, children are required to be English speakers and be able to read and write in English appropriate for their age. We provide limited support for children for whom English is a second language. Our policy is to place children in age-related year groups and we do not accelerate children in to higher year groups and rarely are they displaced into lower year groups. You should satisfy your self that this is an appropriate curriculum and educational model prior to making an application.

GEMS Wellington Primary School Admission procedures:

Admissions to GWPS can be made anytime although there are cut-off dates during the year, which are designated by the UAE Ministry of Education.

1. Contact the Registrar either by telephone, facsimile, or email. An appointment will be made for you to meet the Registrar and to tour the school.
2. Complete and submit a registration form. If your child has already been at school, please include a copy of:
 - Your child's latest school report
 - Full details of any special education needs and individual education plans (IEPs) plus Educational Psychologist's/ Speech or Occupational Therapists, etc. reports if completed.

You should also submit the following documents which are UAE Ministry of Education requirement:

- 2 copies of your child's birth certificates
 - 2 copies of your child's passport plus UAE entry stamp and/or residency page
 - 4 recent passport photographs (on photographic paper please)
 - Transfer certificate from the previous school to include: date of enrollment; year group placement; date the child left the school; school stamp and signature.
 - Full details of vaccinations and immunizations for your child.
3. You will be asked to pay an Application fee of AED 525.

- Refundable if the school does not offer the student a place. Unless, the child's registration is carried forward to the following academic year.
 - Non-refundable if the school offers the student a place but the student chooses not to take it.
 - Not deductible from the total tuition fees to be paid if the student is offered and accepts a place.
4. The school aims to support all children to ensure they achieve their potential; as such children will be required to complete an assessment test before any offer of a student place is issued.
 5. If the application is successful, a letter of offer will be issued along with the joining information. The offer remains valid for a period of 7 days. This deposit is payable after the student has been offered a place and parents have accepted the offer. The registration deposit is 10% of the total tuition fees, and is deductible from the total tuition fees for the academic year. Please note, this is a non-refundable deposit.
 6. It is a UAE Ministry of Education requirement that all documentation must be submitted to the school *before* any child may attend as a pupil.
 7. Failure to produce a transfer certificate within one month of the date of joining may result in your child's place at GWPS withdrawn.
 8. Fees are paid one term in advance and should be paid to the accountant/ cashier preferably before the last day of the preceding term or, at the latest, on the first day of the term.
 9. Failure to pay school fees within one (1) month of the start of term may result in a request for you to seek alternative arrangements for your child's education.
 10. You may pay school fees by bank transfer from your home country. Transfers must be payable to GEMS Wellington Primary School and in United Arab Emirate dirhams (AED). The amount received in dirhams by GWPS should be the term's fee plus AED 150 handling fee at the current rate of exchange. Any additional bank charges from your bank will be added to your account. Please call the accounts department for further details.

Conditional Offers of a Place at GWPS

You may be offered a conditional place at GWPS. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide:

- further documentation about your child's schooling;
- evidence of application for residency or your residency status;
- additional intensive tuition in English or Maths prior to re-sitting the placement test;
- an Educational Psychologist's report in support of identifying your child's learning needs

Withdrawal of an offer or place

GWPS aims to maintain the highest standards in all that it does. GWPS requires all employees, contractors, parents, children and visitors to adhere to its Code of Conduct. The Code sets out a minimum standard of behavior and conduct to ensure people at GWPS feel happy, safe, valued and confident.

Hostile or aggressive behaviour is not tolerated in GWPS and such behaviour will result in the withdrawal of a child's place at GWPS. Behaviour and conduct of children, parents or their immediate family in or out of school likely to bring GWPS into disrepute will also result in the withdrawal of a child's GWPS place.

A verbal warning, followed up with written confirmation, will be issued in the first instance warning that the Code has been breached. Secondly, a formal written warning will be issued. Finally, the GWPS place will be withdrawn with immediate effect and the child should be removed from school.

Appeals may be addressed to the Principal.

Donations and Gifts

GWPS does not accept any donations or gifts to secure admission to the school.

Admissions for children of GEMS or Varkey Group employees

GEMS and Varkey Group employees are subject to the same admissions policy and procedures as all other applicants. The Principal will consider requests for fee concessions from employees.

Fee Concessions

There are no special arrangements for fee concessions. Preferential Admissions Status does not infer nor offer any fee concession.

Siblings

The school does offer sibling discounts when more than three children are admitted to GWPS. Admission priority is given to siblings on the waiting lists, however, admission is not guaranteed.

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