



المدرسة وستمنستر  
THE WESTMINSTER SCHOOL

## ADMISSION POLICY

POLICY FOR	ADMISSION
PERSON RESPONSIBLE	Registrar
REVIEW DATE	September 2023
REVIEWED BY	Executive Principal/CEO
APPROVED DATE	September 2023
APPROVED BY	Executive Leadership Team
DATE OF NEXT REVIEW	July 2024
RELATED POLICIES	

Executive Principal / CEO

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**GEMS**  
EDUCATION

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## **Admission Policy :**

### **1. Introduction**

The Westminster School, Dubai is a part of the well-established group, Global Education Management Systems (GEMS), pioneers in the field of education in the UAE. We are an inclusive and multinational school that currently caters to students from over 70 nationalities.

The school follows the National Curriculum for England from Foundation Stage 1 (Pre KG) to Year 13 (Grade 12) and prepares students to take the International General Certificate of Secondary Education (IGCSE), Advanced Subsidiary (AS) Level and Advanced (A) Level Examinations using UK accredited Examination Boards. The admissions process considers the character of a child academically and socially to make sure the school is a place where the child can flourish. The school welcomes diversity and we hope that families stay with us for their child's entire academic journey.

Prospective students and parents should be familiar with the school's programme and facilities and should be committed to an education similar to that delivered in a school in the United Kingdom. A broad outline of the school is available on the school website. The school's registration office may be contacted for detailed information and guidelines for admission. School tours are arranged by prior appointment with the Parent Relations Executive.

### **2. Responsibilities**

The Executive Principal / CEO is responsible for ensuring that the Admissions Policy and procedures are clear and implemented in a fair and consistent way.

Designated staff are responsible for implementing the policy on a day-to-day basis and for ensuring they understand all procedures contained within it.

### **3. Online Registration**

All applications must be submitted online by visiting us on our website

<https://www.gemswsghusais.com/Admissions/Enrol-Online>.

The online registration starts tentatively in the month of October every year. Once the application is submitted the below documents need to be uploaded for review in a clear PDF format. Incomplete applications will be rejected and all documents need to be uploaded within 3 working days from the date of notification. Failure to upload all documents in time will lead to the application being cancelled.

#### **3.1 Required Documents**

- Passport – Both parents and child
- Residency visa page – Both parents and child
- Emirates ID card back and front – Both parents and child
- Child's birth certificate (in English or Arabic)
- Recent passport size photograph of the child



- Last 2 years school reports for all children entering Year 2 and above (in English).
- CAT 4 report for children entering Year 3 and above coming from Dubai or another GEMS School in any Emirates. Nursery report cards, if available, for children entering FS1, FS2 and Year 1. Six months validity medical therapy report if the child has special educational needs or is a child of determination.
- Child's immunization/vaccination report.

#### 4. Admission Process

The placement will be decided based on seat availability. In the case of oversubscription seats will be allocated in the following priority order:

1. Emirati National Students
2. Siblings of existing students
3. Children of staff currently employed by The Westminster School, Dubai
4. Children of staff employed in other GEMS Schools or by GEMS Corporate Office
5. Students transferring from another GEMS School.
6. All other students in order of distance of home from school. Priority will be given to students living in Al Quasis, Al Nahda, Al Twar, etc.

In the case that there are more students than seats in any of the above categories, priority will be given to the student scoring highest on the admission assessments. In the case that two students achieved the same score, the earliest application will be given priority. All online applications are time stamped at time of admission and this time will be used to prioritize applications.

All students will be required to take an assessment. These assessments may vary based on previous school reports and may include observation in class and/or sitting for admissions tests in English and Mathematics. We will also require the past two years report cards that highlight academic and personal growth for all applicants. In the case that the minimum standard is not met the student will be deemed unsuitable for The Westminster School, Dubai.

##### 4.1 Age Criteria

Students must have turned the following ages as on August 31. Applicable for all new FS1- Year 2 students enrolling from September 2022:

3 Years	Foundation Stage 1
4 Years	Foundation Stage 2
5 Years	Year 1
6 Years	Year 2

All other students will be placed in the year in which they are currently enrolled or, if joining at the start of the academic year, have most recently completed. The Transfer Certificate will be used to make decisions for students moving from a UK Curriculum School. For transfer from other curricula schools the age of the child will determine the Year Group. Students joining from a school that uses the Twelve Grade system (PKG-Grade 12) will join the equivalent Year in the Thirteen Year system (FS1 – Year 13) used in UK schools in Dubai. For example, a student leaving Grade 5 mid-year would join Year 6 and continue to Year 13. A student joining in August, having completed Grade 4 the previous June, would join Year 6 (equivalent



of Grade 5). If there is any doubt, the age of the child will determine the Year Group with the age on 31<sup>st</sup> August being used in the same way as it would for students starting school for the first time. In case of dispute, KHDA will be asked to make the final decision and if they decide not to, the application will be cancelled.

## 4.2 Assessment

For application to FS1 and FS2 all students will be assessed for school readiness. Students will be required to attend a small group activity which will then be followed by an informal meeting with a teacher.

**The school readiness assessment looks for age appropriate levels of:**

- Language and communication – ability to access a curriculum delivered in English
- Mathematical skills – ability to sort, count, solve simple puzzles
- Social interaction – willingness to explore and play and to socialize with other children
- Behaviour – follow instructions given by an adult
- Concentration – focus on a task for an appropriate amount of time
- Independence – willing to spend time away from the parent
- Gross/fine motor skills – age appropriate levels
- Eating/drinking – can eat and drink independently
- Toileting - toilet trained and able to use the toilet with minimal help

For Year 1 to 11 admission, students will be required to take a written examination in English and Mathematics. In the final stage of this process, the student will be called for an interview with the respective Head of Department.

For Year 12 and 13 admission there is no additional assessment as entry requirements are based on iGCSE / GCSE results as detailed below.

## 4.3 Sixth Form

Admission to Year 12 and 13 is competitive and is based upon performance in Board Examinations (iGCSE and AS Levels). Preference is given to the existing students of the school who are outstanding performers at the IGCSE Level Examinations. Students from other schools are only considered after TWS students have been offered a place. The minimum requirement for entry into Year 12 is five grade Bs at IGCSE (Grade 7 at GCSE) with grade B (7) or above in the AS Level subjects chosen. Places will be awarded based upon a thorough evaluation of grades, school reports, performance at the interview stage and availability in their chosen subjects. If successful a conditional offer will be made and will be confirmed upon submission of final iGCSE/GCSE/AS grades in the month of August. In the case where a subject is over-enrolled with students achieving the minimum grade, places will be awarded using the *Marks* achieved in the relevant IGCSE with higher marks given preference.

If an existing TWS student fails to meet the entry requirement detailed above, he or she will not be offered a seat on the normal AS / A Level programme which includes the full range of options. However, if the student achieves at least five D Grades or above at iGCSE, including English and mathematics, and school reports indicate that he or she would be successful on our Foundation course then a place on this course may be offered (subject to enough applicants to make it financially viable). The Foundation course is a



one-year programme of study that consists of two accessible (non-negotiable) AS Levels or BTECs and the opportunity to re-take IGCSEs. It is designed to bridge the gap between iGCSE and A Level and successful completion of this course can lead to the student progressing to full A Levels or achieving BTEC Level 3. The Foundation course is only available to students who attended The Westminster School in Year 11 and is the only programme of study available to students not achieving the entry requirement for the full A Level programme.

Where an existing TWS student fails to meet the entry requirements for either the full A Level programme or the Foundation course a written request may be made to repeat Year 11. Such requests are subject to a suitability test by the school; seats being available in the appropriate section; and approval from KHDA.

#### **4.4 Inclusion Policy**

We welcome applications for all children and understand that some children require additional support or consideration to access the curriculum. Across our network of schools, we are able to accommodate a range of special educational needs, abilities and barriers. Each child will be considered on a case by case basis. They will undergo our standard assessment process and depending on their needs we may request some additional assessments and a meeting with our Inclusion team. We will only offer places where we are sure that we can meet the needs of the individual child and after consulting with the KHDA.

- Students are not refused admission based on their SEND.
- All applicants have the right to sit admission assessment tests.
- All applicants are fairly assessed.
- Collaboration between parents and previous schools will take place to ensure a successful transition.
- Provisions will be made to ensure barriers are reduced or removed during the assessment for applicants experiencing SEND. Access arrangements will be made based on the student's usual way of working.
- Students who experience SEND will receive sibling priority subject to availability of spaces.
- Students who experience SEND will be provided with appropriate levels of support, accommodation and curricular modifications in order to access the same educational opportunities as their peers.

The aim of all assessments and entry requirements is to check that The Westminster School, Dubai is appropriate for the child. We believe it is dishonest for a school to accept a child knowing that the education it provides is not suitable for the individual. We will not do that which is why we make sure from the outset that the child has the best chance to excel.

To this end The Westminster School, Dubai reserves the right to decline an application for a place. The reason an application may not be successful could be for any of the reasons below:

- Space limitations
- Incomplete documentation
- Student has not been in education in the 5 weeks prior to application.
- Assessment results do not meet minimum requirements to indicate success.
- For Years 12 and 13, IGCSE results indicate the student is not ready for AS and A Level study.



- For Years 10 and 11, the school cannot offer the IGCSE subjects the student is already studying .
- Student requires significant modification to the school's instructional programme.
- Student has educational learning difficulties that are not supported by existing services.
- Parent refusal to provide a Learning Support Assistant where the school deems one necessary for full access to the curriculum.
- A behaviour record or school report that indicates that a placement at The Westminster School is unlikely to be successful.
- Any other reason that the school thinks would prevent the student from a successful life at the school.

## 5. Admission Confirmation

After receiving approval post assessment from the academic team a conditional offer will be sent to the parent. The parent will have to submit the below forms to proceed with the admission process within 3 working days:

- Registration Form.
- Medical consent Form
- DHA Form
- Medicine Administration Consent Form.
- Transfer Certificate to be submitted at the time of KHDA Registration.
- Any student joining TWS in Year 12 (Grade 11) and above from a curriculum other than UK curriculum must present an equivalency letter from the UAE Ministry of Education (MoE) along with the attested Transfer Certificate at the time of KHDA Registration.

### 5.1 Transfer Certificate Guidelines

- Transfer from schools within Dubai – KHDA attested Transfer Certificate must be submitted
- In the case of transfer from other Emirates and GCC Country, the Transfer Certificate should be duly attested by the Ministry of Education.
- In the case of overseas transfer, from countries except USA, UK, Australia, Canada, Europe and New Zealand, the Transfer Certificate should be duly attested by:
- District Educational Officer/Ministry of Education (from the country migrating from)
- Ministry of Foreign Affairs (from the country migrating from) and Ministry of Foreign Affairs UAE.
- UAE Embassy/ Consulate (from the country migrating from)

## 6. Fees and Payment

Once all the documents are reviewed and completed, the parent will be required to pay the below fees within 3 working days. The application will be moved to cancellation if the fees are not paid within the deadline so that the school can proceed with the next application on the waitlist.

- Application Fee – AED 525/- Non – refundable and non –adjustable
- Registration Fee – 10% of the annual fee should be paid as deposit, non – refundable and only adjustable towards second term tuition fee
- First term tuition fees



- Annual Fees – AED 350/- + VAT
- Computer Fees – AED 200/- + VAT

## 7. KHDA Registration

All new students must complete the KHDA registration and sign the Parent School Contract before they join the school. Unregistered students will not be permitted to attend classes and the school holds the right to withdraw the child from the school roll.

## 8. Re - Enrollment

For existing students the school charges 5% of the tuition fees as a registration fee to confirm that students will choose to take up the offered places for the next academic year. The fees is non-refundable but adjustable against the term fees. Parents must re-enrol their child for the following academic year each year. There is no automatic re-enrolment and failure to complete re-enrolment (including payment of appropriate fees) by the published deadline will lead to de-enrolment for the following academic year. Once de-enrolled the seat may be given to another student and any subsequent request to continue at the school will be dealt with as a new application. In this case, the application will be treated as a priority case for enrolment but a seat can only be given if there is one available. In the case that there is more than one student in a year group in this situation, seats will be allocated according to the date at which the re-application was made, with the earliest application being allocated a seat first.

## 9. Withdrawals / Refunds

- In cases of both (existing and new students), deposits and fees will not be refunded if a student chooses not to return to school for the next academic year. However, special consideration will be made under exceptional cases upon submitting the required documentation.
- Parents are advised to give at least two weeks' notice to the School while applying for a Transfer Certificate.
- Transfer Certificate requests are processed only after clearance from the Accounts, Transport and Library Department.
- TC Fee of AED 126/- is to be paid to process the Transfer Certificate.
- In the case of refund and recovery the school fee will be calculated as follows.
  - (a) If the student attends school for two weeks or less, one month fees will be deducted.
  - (b) If the student attends school for a period ranging between two weeks and a month, two months' fees will be deducted.
  - (c) If the student attends for more than one month, three months' fees will be deducted.

## 10. Special Exceptions

The school reserves the right to make special exceptions to this policy. Such exceptions will be rare and be made on a case by case basis, giving due regard to the best interests of students already at the school as well as the prospective student. The fundamental aim of any exception should be to improve the fairness of the admission decision. Any exceptions will be supported by documentary evidence that shows why the exception is justified. These cases will be very rare and, in order to ensure decisions are



fair and in the best interests of students, will be discussed and formally approved by the Executive Leadership Team at a minuted meeting.

## **11. Monitoring and Review**

This policy will be reviewed and updated on an annual basis by the Executive Leadership Team and will be approved annually by the Local Advisory Board.

