



## Good Will Children Private School Enrollment and Admission Policy

### School Vision and Mission

#### **Our Vision is**

Empower students to develop a growth mindset and reach their full potential through collaboration, exploration, and citizenship, so they can impactfully contribute to the global community of a changing world

#### **Our Mission is:**

- GCPS develops the content knowledge, skillset, and ethics to make positive global citizens, true innovators, and passionate leaders.
- GCPS cultivates a deep understanding of Islamic values and the culture of the UAE to develop a character that is identified by integrity, self-discipline, and tolerance.
- By promoting a learning environment of academic excellence and building strong partnerships with families and the wider community, we prepare students to be, lifelong learners with high expectations, and an appreciation for diversity
- To provide broad and balanced learning opportunities that enable students to experience rich language acquisition and reach their full potential.

**Adopted on: September 2017**

**Revised/Amended on: August 2023**

**Review Date: August 2024**

#### **Distribution List**

Principal /Board of Members

School Heads

Academic Staff

Administration Staff

Parents

## **Policy Framework:**

Good Will Children Private School strives to provide quality education for all students and to strengthen the national identity of the United Arab Emirates to all our learners. The school provides a safe and supportive school environment that aims to meet the needs of the local market and the futuristic needs of the students.

The policy complies with Abu Dhabi Education policy article (44) and Regulations for Private School article (3) as the school administration commits to the policy that education is right for all those who are at the age of compulsory education.

The school is committed to provide a learning opportunity for student at the Age of Compulsory Education by immediately securing a place for parents who seek admission for their children in the event that there is a vacancy in classroom. We seek to help each student according to their needs & enroll them without discriminating the students on the basis of their nationalities, religion or disabilities (disabilities with mild or moderate needs as per Policy 48, Article 53).

## **Definitions**

- **Admission:** Covers the requirements of and procedures for admitting students to school
- **Registration:** Is the process whereby schools offer students a place and then enter them on the school admission roll
- **Placement of Students:** Refers to the normal expectation that students be placed with their peer group in terms of age, whose birthday falls within the defined dates of the school year

## **Purpose:**

To clarify for parents, the school policy of admission and enrollment and outlining the age per grade level.

### **Enrollment Age per Grade Level:**

The School Administration is committed to what was mentioned in the policy (45) of Private Schools Policies Manual on the specified age for admission of new students and transferred students and students coming from outside the U.A.E. as follows:

Based on new decree from the Ministry of Education (MOE decree (5) 2021), the cutoff dates for calculating the age of students to determine their proper grade placement have been updated as follows;

- Private Schools with Academic Year starting in September: 31 August (effective from Academic Year 2024/2025)

The table below shows the examples of calculating the age for Private Schools with academic Year starting in September:

<b>Grade</b>	<b>Date of Birth From</b>	<b>Date of Birth to</b>	<b>Age</b>
<b>KG1/FS2</b>	<b>1 September 2019</b>	<b>31 August 2020</b>	<b>4 years</b>
<b>KG2/Year 1</b>	<b>1 September 2018</b>	<b>31 August 2017</b>	<b>5 years</b>
<b>Grade 1/Year 2</b>	<b>1 September 2017</b>	<b>31 August 2016</b>	<b>6 years</b>

### **Note: (As per the ADEK circular dated 26<sup>th</sup> January 2021)**

- Exceptions cannot be made to accepting any student whose age is not within the new range including those coming from abroad.
- New dates are only applicable to newly registered students for the relevant academic year and does not affect currently enrolled students or their promotion to the next grades.
- Changes will be reflected by ADEK on ESIS.

### **Registration Start Dates:**

- Re-enrollment from one grade to a higher grade will take place in the month of February of each year (unless ADEK) and registration will open in case of available vacancies until the end of September.
- There will be Open School Days for the new students to have a look at the school and learn about its curriculum and teaching approaches. This will take place during the months of February, April, and May every year on Sundays or Open School Days assuring that regular classes are not affected by having visitors to the school.
- The school publishes an Annual Parent Guide that includes the Mission, Vision, Procedures of Enrollment and Admission, including Fee Structure and other school policies.

### **Acceptance Procedures:**

- The school is committed to the acceptance of registration procedures established by the ADEK
- Before commencing the Registration Process, the School conducts a capacity study calculating the number of children to be registered in each grade and class as a preparation step.
- Prepare all necessary forms for registration, such as the Application Form for Registration and Placement tests etc.
- The Registration Department opens a file for each student with the basic information data of students and photocopies of all Identity Documents - taking into account the need to update the information regularly. These files will also include Academic documents such as Academic Records, Individual Educational Plans (IEP) for those who have Special Education Needs and Annual Reports which will be updated every year.

## Procedures:

- **Registration:** Student Information System Administrator Officer Inputs Students Information on (ESIS) and updates it regularly.
- **Interview / Test:** Conducted by Head of Kindergarten, Elementary, & Preparatory for the different stages/levels.
- **Psychological Interview:** Conducted by the Social Worker or Head of Stage
- **Analysis of Acceptance Data:** Principal and the Registrar will analyze the data using the Student Information System.
- **School Principal** is responsible for ensuring that the school meets the Parents and Students Satisfaction.

## Interviews and Admission Exams:

Kindergarten students are accepted and interviewed to find out the cognitive and motor development of the child

### **Students of all other grades (1 - 9) need to:**

- Provide the end of year certificate of the previous grade/class.
- Pass the Entrance Exam conducted to evaluate the level of new students for basic reading & writing skills in Arabic and English languages and their skills in Mathematics.
- Children who do not pass the entrance exam will meet with the concerned Head of the Department who will guide and advise them on how to improve their skills. The teachers will be notified if the child would need extra support in the class and communicate methods of support with parents.
- The Social Worker or the Head of the Department will conduct an interview to observe the Child's psychological, body language and general health conditions.

## Mandatory Documents:

1. Valid UAE Identity Card for all Students.
2. Valid Passport with valid residency for International Students.
3. Copy of the U.A.E. family book for Emirati Students.
4. A colored copy of the father's passport (first and second page and valid visa page).
5. Birth certificate for students arriving from Overseas.
6. 4 recent passport size photos with white background.

7. Grade Certificate of Previous year for Students who are transferring from other Schools or Overseas (certified by Foreign Affairs).
8. Health Insurance Card.
9. Health Record and Vaccination Card.
10. Water and Electricity Bill or Tenancy contract.

### **Enrollment Student Information System (ESIS):**

- After the parent completes all admission procedures and submit the required documents the parents should make an advance Payment of AED 1,000.00/- (one thousand only) which will be deducted from the tuition fees.
- Data entry will be done by the registrar to feed student data in the Electronic Student Information System within the deadlines set by the ADEK
- The student is considered accepted after the completion of the procedures of the ADEK in the Student Information System ESIS.
- The First Installment Fee will be paid by the parent after the student is finally admitted from the ADEK before the beginning of the first semester.
- According to ADEK Policy Number (44), Any Student can enroll during the Academic year provided that there is an available vacancy and the student's academic ability to cope up with his peers and successfully pass the grade he or she is registering, provided that approval is permitted by ADEK

### **Student Capacity**

- The school will accept all applications that comply with the admission and registration criteria, according to the specific directions of ADEK provided that there are available vacancies.
- Prior to School Registration, a Capacity Study will be conducted to determine the number of students for each class with a maximum of 25 students for Kindergarten and a maximum of (30) for all other Grades as per ADEK policy (66).

### **Acceptance Priority**

According to the policy of ADEK No. (48), the School prioritizes the Acceptance of students as mentioned below:

- **Existing Students:** Firstly, the school ensures that the existing students are allocated the seats against vacancies in the following academic year.
- **Siblings:** Secondly, there is a preference for Siblings of students who are already enrolled in school because of our commitment to keep families united in one school and to ease the burden of parents traveling between schools.

- **Children of Faculty Members**: Thirdly, the school will attempt to accept the children of employees as long as the school is able to meet their own needs and are to promote recruitment and retention of personnel with appropriate expertise.
- **Other Applications**: The school study other requests (in the absence of a vacancy) and put them on hold until the vacancy is available and will not register any student more than the allocated capacity without the prior written approval of ADEK

### **Vaccination Card and Student Health File:**

- Corresponding to ADEK policy 48, all students who are newly enrolled or transferred from other schools within the UAE or abroad and at all stages must provide the vaccination certificate (according to the Abu Dhabi Health Authority Immunization Program) as an integral part of the registration procedures.
- Students who have not submitted a vaccination card or who do not meet the requirements of the immunization program issued by DOH must submit the required card during the school year and this is prerequisite for re-registration for the next academic year.
- The school nurse establishes new medical records for students enrolled in kindergartens and first grade.
- The school nurse obtains medical records for students who have graduated from other schools.
- The school nurse opens a medical file for each student containing the student's data, health status, vaccination card and health insurance card.

### **Chronic Health Conditions:**

- The school will not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and must offer appropriate support as per the student's needs.
- According to the policy of ADEK No. 48 on Chronic Health Conditions, special attention by the school clinic will oversee to any cases of syndromes and chronological health issues that need daily checkup and not limited to chronic asthma, diabetes, blood pressure, heart disease and other medical cases that need additional support. It is the parent's responsibility to inform the school nurse of specific needs and communicate medication needs as all medicine in schools are monitored by the School Nurse.

### **People Of Determination (POD)**

Based on the admission policy of students with people of determination corresponding to ADEK policy 48, article 53, students of mild and moderate cases have the right to enroll as per age and grade sequence.

The school can charge 50% of the approved School tuition for the provision of extra support (ADEK policy 48, article 53).

### **Transfer between Schools within the Emirates:**

According to the **Policy Number (44)**, Students can be transferred from any School located within the emirates of the country provided that the Curriculum and the ability of the child to match the School Academic expectations are met with.

### **Monitoring of the Policy**

The school Owner, Board of Trustees and the Principal will review the admission policy in compliance with the ADEK council requirements and will monitor the implementation of the policy on regular basis. The principal will amend any existing delegation and responsibilities of admission procedures if needed and will inform the school's staff and parents about any changes made.