



GEMS WSA Admissions Policy: September 2026-2027

Roles and Responsibilities

The principal is responsible for ensuring the admissions policy and procedures are implemented and monitored in school and that every member of the staff is aware of the contents of the policy.

In drafting this policy, consultation has occurred with GEMS Corporate Team, Principals of GEMS Abu Dhabi Schools and ADEK (Department of Education and Knowledge, Abu Dhabi)

Purpose

The purpose of this policy is to ensure adherence and compliance with ADEK Private Schools Policy & Guidance, Policy on Student Administrative Affairs. Subsequent references throughout this policy refer to these regulations, unless otherwise specified.

This policy is in line with the overall commitment of the UAE Federal Government to ensure the best education provision for all our students.

This policy follows the age Year / Grade instructions from ADEK which can be seen in Appendix 1

This policy supersedes all existing individual admission policy documents as all are aligned through attached appendices.

Admission Process

GEMS WSA enrolls students regardless of gender, nationality, or race. Admission is granted based on the availability of places and assessment of student achievement and academic needs. The school supports inclusive education and welcomes applications from students irrespective of their abilities. Enrolments will be open one year in advance and is done online through GEMS Winchester School Abu Dhabi Website <https://www.gemswinchesterschool-abudhabi.com/en>

The Inquiry Phase

Admissions / Promotional Instruments

- School Website Enroll Online Form
- Walk-In Enquiries
- Social Media


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School Tours for Prospective Families

- Appointments will be scheduled through PRE (Parent Relations Executive) or Reception
- Interested families are encouraged to visit and tour the school.

Documentation

Below mentioned documents are required to submit via the [complete the profile](#) link once the application is complete via the online Enroll page.

- Applicant's Birth Certificate
- Applicant's Immunization Record
- Applicant's valid Emirates ID and Passport
- Parent/Sponsor valid Emirates ID and Passport
- Applicant and parents' passport size photos
- Latest Report Card for Year 3 and above
- Transfer Certificate for Year 3 and above
- Diagnostic or specialist assessment reports (if available)
- Individual Education Plan (IEP) or support plan (if applicable)

The Transfer Certificate should be submitted before the start of school.

Transfer Certificate within Abu Dhabi – Parents should provide withdraw transcript from the current school to GEMS Winchester School Abu Dhabi before the first day of school.

Transfer Certificate from Other Emirate – Parents should provide transfer certificate attested by the Ministry of Education of that emirate to GEMS Winchester School Abu Dhabi before the first day of school.

Transfer Certificate from Overseas – The Original transfer certificate must be duly attested by

- Ministry of Education from the country which migrating
- UAE Embassy in the country from which migrating.
- MOFA in Abu Dhabi

Admission Assessment

Assessment of students are conducted to understand the level of support the children require in school to access the curriculum not to determine admission. Assessments take the form of an observation for FS2 until Year 2 and CAT4 assessments for Year 3 until Y09.



Admissions for FS2

For FS2 admission, the child must be four years old by the end of December of the relevant academic year. Age verification will be conducted using the child's birth certificate, passport, or Emirates ID.

In the Foundation Stage, children will be observed by Foundation staff to assess their readiness and how they engage with the learning environment. Observations will take place through play-based activities linked to the seven areas of learning and development.

Children will not be required to count, recognize the alphabet, or name colors during this assessment. Additionally, they will not be expected to be toilet trained on the assessment day. However, children must be toilet trained before joining WSA, and all admissions offers are conditional upon this requirement.

Admissions for Y01(KG2), Y02 (Grade 1)

Students applying for entry into Year 1, Year 2 will be admitted based on their age, which must be verified using their Emirates ID, birth certificate, or passport. An appropriate member of the school staff, such as the registrar, SENCO, school counselor, Phase Leader, or Head of School, will conduct an interview to assess the child's social and behavioral skills. During the interview, children will be expected to demonstrate basic counting skills, recognize alphabet sounds, and name colours. They must also be fully toilet trained on the day of assessment. The results of the assessment will only be used to determine the level of learning support required.

Admissions for Year 3 and above

Admissions in Year 3 and above will be based on their age and also based on the CAT 4 assessment of the child. A recommendation form shall be sent to the current/previous school for completion to understand the level of support required by the child.

Admissions for Students with Special/Additional Needs

For Students with Special /Additional Needs

- To ensure Students with Special /Additional Needs receive a quality education, only those whose needs can be met (mild to moderate cases as per ADEK) are admitted. A student applying for admission must be accepted by the principal on the school's ability to meet the educational needs of the student.
- Upon review of an applicant's prior academic and behavioural records in conjunction with direct observations by appropriate staff if deemed necessary, the school will determine whether it is capably staffed or equipped to meet the educational needs of students.
- GEMS Schools adhere to the inclusion guidance from ADEK and will place students with mild to moderate additional needs according to the availability of places and the severity of need.
- On occasion, schools may not have appropriate staff with necessary professional training required to manage the severity needs of some students as per the definitions of the **General Rules for the Provision of Special Education Programmes and Services Public and**



Private Schools. In such cases, ADEK advice and approval will be sought and admission may not be offered.

- Where a student with additional learning needs requires additional individualized assistance for personal care and other non-teaching related support, schools may seek the provision of a parent-funded Individual Assistant, which is not part of the school's standard inclusive provision. The Individual Assistant shall effectively communicate with school staff and be efficiently trained in the school's student protection and safeguarding procedures.

Enrollment and ADEK Registration

Based on seat availability, an offer letter will be issued, requiring parents to pay 5% of the enrollment fee, which will be adjusted against the tuition fees. This fee is non-refundable unless the parent provides written notice at least two weeks before the start of the school year. Parents must also meet all admission conditions outlined in the offer letter, including submitting the health information form along with valid copies of the child's Emirates ID and passport.

All students must be registered with ADEK in eSIS, and parents are required to sign a Home-School Partnership Agreement. To comply with ADEK regulations and complete the registration process, the school must receive a transfer certificate from the previous school along with the final report card. If the student is transferring from another emirate or overseas, the report card must be attested. For mid-year transfers, the latest report card from the previous term must be submitted, along with an undertaking letter from the parent.

Waitlist for Admission

When there is no seat available in the requested grade or academic support level, an applicant is placed on the waitlist.

After two years on a waitlist, a parent can only remain on the waitlist by reapplying and resubmitting the required documents.

When a seat is available, students who are on the waitlist will be extended an offer following the priority listed below:

- I. Emirati National students
- II. Students who have siblings attending the same school.
- III. Staff children whom are working at the school and priority students.
- IV. Students from other GEMS Schools within UAE.
- V. Students from other GEMS schools globally.
- VI. Others by date of application or based on criteria that is relevant at the time of enrollment ie, overseas or other emirate admission if ADEK has closed internal transfers.



Re-enrollment

Parents who wish to secure a place for their child for the following academic year must pay the re-enrollment fee, which is 5% of the total tuition fees for the next academic year, on or before May 2nd. Failure to make this payment may result in the seat being offered to students on the waiting list.

Tuition Fees Payments

Parents must complete tuition fee payments either as a one-time payment or in three term-based installments. Term fees must be paid in full before the start of classes. Students will not be permitted to attend classes if tuition fees are unpaid unless an alternative payment plan has been arranged with the finance office. All fees are payable in advance at the beginning of each term.

Tuition Fee Refund

The registration fee remains non-refundable unless the parent provides written notice at least two weeks in advance. Tuition fee refunds will be processed in accordance with the Ministry of Education Bylaws for Private Education and will be returned to the original payee.

If a student withdraws before the start of the academic year, the balance of the first term/semester fee paid will be refunded. If a student withdraws during the school term or semester, the refund will be processed as per the Ministry of Education guidelines for term payments:

- If a student attends school for part of the first week and then withdraws, enrollment fees will still be charged.
- If a student attends for at least one week and up to three weeks, one full month's fees will be charged.
- If a student attends for at least three weeks and up to six weeks, two full months' fees will be charged.
- If a student attends for more than six weeks, the full term/semester fees will be charged, and no refund will be provided.


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Appendix 1

Key Stage	Schools whose academic year starts in September	Grade / Year
Foundation Stage	By 31 December 4 Years	KG1 / FS2
	By 31 December 5 Years	KG2 / Year 1
	By 31 December 6 to 8 Years	Grade 1 / Year 2
Key Stage 1	Continuation of Education	Grade 2 / Year 3
	Continuation of Education	Grade 3 / Year 4
	Continuation of Education	Grade 4 / Year 5
Key Stage 2	Continuation of Education	Grade 5 / Year 6
	Continuation of Education	Grade 6 / Year 7
	Continuation of Education	Grade 7 / Year 8
	Continuation of Education	Grade 8 / Year 9

Date of Issuance September 2026

Next Date of Review September 2027