

Cambridge International School

Admissions Handbook Policy and Procedures

NAME OF POLICY	Admissions Handbook
APPROVED BY	Principal
DATE APPROVED	September 2023
SCHEDULED REVIEW DATE	September 2024
SUPERSEDES	Version 2021
RELATED POLICIES	GEMS School Admissions Policy

1 The Admission Process	3
1.1 Introduction	3
1.2 Mission.....	3
1.3 Vision	3
1.4 Interface.....	3
1.5 Related Services.....	3
2 The Inquiry Phase (Step 1).....	3
2.1 Admissions / Promotional Instruments	3
2.2 Campus Tours for Prospective Families.....	4
2.3 Phone, Fax, Mail, Web, and Email Inquiries.....	4
3 Application, Assessment and Registration (Step 2).....	4
3.1 Initial Application Enquiry.....	4
3.2 Submittal of Previous School Records	4
3.3 Placement Assessment.....	4
3.4 Registration / Acceptance Qualifications.....	4
3.5 Exceptional Registration / Acceptance	5
3.6 Non-Acceptance for Enrollment.....	5
3.7 Notification of Acceptance	5
3.8 Part-Time Students.....	5
3.9 Transferring Students.....	5
3.10 Faculty Students	5
3.11 English Language Proficiency (Year 1 Onward).....	5
4 Enrollment Phase (Step 3)	6
4.1 Enrollment Disclaimer.....	6
4.2 Enrollment Priority.....	6
4.3 Year Placement.....	7
4.4 Class Placement	7
4.6 Special Enrollment Requests	7
4.7 Late Enrollment	7
4.8 Tuition Fee Payment.....	7
4.9 Tuition Invoicing.....	7
4.10 Tuition Refunds.....	8
4.11 Collection of Outstanding Tuition Fees.....	8
5 Withdrawal Phase (Step 4).....	8

5.1 Withdrawal Disclaimer.....	8
5.2 Personal Leave or Graduation.....	9
5.3 Academic Withdrawal.....	9
5.6 Release of Student Records.....	9
5.7 Archiving Student Records.....	9
6 Constituency Functions	9
6.1 Admissions Team’s Function	9
6.2 Placement Assessment Team (ELL/LS Support/Counselors).....	10
6.3 Principal’s Function.....	10
6.4 Principal/CEO’s Function.....	10
6.5 Finance Office.....	10
6.6 Parents’ Function	11
6.7 Students’ Function	11
6.8 Admissions Committee.....	11

1 The Admission Process

1.1 Introduction

Admission policies and procedures have been established to make certain that students are appropriately placed at Cambridge Schools, while maintaining the integrity and consistency of school policies and the application process. Proper placement will ensure that those students admitted benefit fully from the educational programme offered at Cambridge International School Dubai (CIS) and that they will have a higher probability of a successful learning experience. The Admissions team is committed to working together with families to determine the educational placement that is best for each student.

1.2 Mission

The purpose of the Admissions Office is to provide central services for the enrollment and/or withdrawal of students at Cambridge Schools, and all related transitional assistance.

1.3 Vision

The CIS Admissions Team, will endeavor to:

- Provide a warm welcome and positive first impression of the school, emphasizing the curriculum; the challenging, diversified programming; and the supportive learning environment.
- Create a partnership with parents and families from 'inquiry to enrollment' in determining probable success or 'appropriate fit' at CIS
- Maintain consistency with and dedication to CIS policies and procedures to ensure that there is a positive and efficient admissions experience for all constituents, especially for applying families.

1.4 Interface

The Admissions Team collaborates directly with Prospective Parents, Principals, Curriculum Coordinators, Counselors, Parent Relations Executives, Reception, and Finance Office.

1.5 Related Services

- *Welcome Tours* – Parent Relations Executives, Reception, Admissions Team
- *Placement Assessment* – Placement Assessment Team (Registrars, Counselors, ELL/LS staff)
- *Transfer Certificates* - Admissions Team, Government Relations Executive
- *Ministry of Education Coordination* – Government Relations Executive
- *Placements, Record Review* – Counselors, Coordinators, Principal
- *Billing and Fee Collection* – Finance Office
- *Student/Family/Company Reports and Enrollment Statics* – Registrar (R)
- *Family Relations* – Parent Relations Executive, Principal
- *Withdrawal/Exit Surveys* – Admissions Team

2 The Inquiry Phase (Step 1)

2.1 Admissions / Promotional Instruments

- *Website:* www.gemscis-dubai.com
- GEMS online Student Inquiry Form
- Parent is contacted within 24 hours and requested to submit the applicant's UAE ID or Passport copy along with a copy of the most recent exam taken.
- *Registration forms* requesting additional documentation will be sent out to families once a completed application has been received.

2.2 Campus Tours for Prospective Families

- Appointments will be scheduled through the Parent Relations Executive
- Interested parents are encouraged to visit and tour the school
- Prospective families will be welcomed and treated as members of the CIS community
- Focus of visits will include:
 - Introduction to the school and GEMS Education (mission, vision, unique qualities)
 - Tour of campus (focus on how we utilize our resources for education)
 - Application procedures (to be fully completed during visit if interest exists)
 - Questions specific to the family or student.

2.3 Phone, Web, and Email Inquiries

The Admissions Office will email to customers all admissions procedures and also direct customers to the schools' online registration portal. The Admissions Office will acknowledge all email inquiries regarding admissions within 24hrs of receipt, with full follow-up within 48hrs.

3 Application, Assessment and Registration (Step 2)

3.1 Initial Application Enquiry

The first step in the enquiry process is to complete the online student enquiry form. This can be completed in school or from home. Within 48 hours of receipt the admissions office will contact the family and request previous school records and an AED 525 Registration fee (nonrefundable)

3.2 Submittal of Previous School Records

Families are responsible for submitting properly attested official documents (i.e. transcripts, report cards, etc.) pertaining to the applicant's previous 2 years of school experience (as applicable). The Admissions Team is empowered to delay or halt the admission process if such documentation is not provided within a four-week time frame. **As part of our Child Safeguarding Policy the Admissions Officer will obtain from the students' previous school the completed appendix 1.**

3.3 Placement Assessment

All applicants from Year1 onward are required to complete a reading, writing, and numeracy assessment.

Students entering Foundation will be invited to a group assessment designed to determine school readiness. All acceptances in these Years are conditional for the first quarter of the year. If it becomes apparent during this time that a student would benefit from a delay in commencement of formal schooling, CIS will inform the parents.

Students re-entering CIS may be exempt from re-assessment (if absent no more than one school year) with documentation of continued education during the absence. This decision is at the sole discretion of the Principal.

The Principal reserves the right to waive the placement assessment if satisfied with the academic records provided during application.

3.4 Registration / Acceptance Qualifications

To determine basic qualification, all candidates are expected to complete and return all the admission application forms, participate in placement testing.

Student acceptance is based on space availability and the following minimum criteria:

- Age appropriate for the requested Year level as per CIS & KHDA placement policy
- Successful completion of the previous school year

- Admission/placement assessment results
- Previous school records (transcript, transfer certificate, recommendation letters, and standardized assessment results as applicable)
- Fluency level in English as an Additional Language Learner (ELL)
- Year level student demographics (for balanced diversity in each classroom).

3.5 Exceptional Registration / Acceptance

On occasion, the Corporate Office may refer students from influential families to the Admissions Office. If the referred students do not meet the entrance requirements at CIS, then the Superintendent/CEO will discuss the matter with Corporate Office to determine whether an exceptional acceptance should be granted.

3.6 Non-Acceptance for Enrollment

The school reserves the right to limit student enrollment and/or withdraw student participation at any time. Non-acceptance of students may occur during the *Inquiry Phase* or *Assessment and Registration Phase*, prior to the *Enrollment Phase*. Student candidacy or membership at CIS can be withdrawn any time before / after enrollment is complete.

Non-acceptance usually occurs because of, but is not limited to, the following reasons:

- Space limitations (qualified applicants will be put into a waiting pool).
- Student is beginning the year after October 1st, and has not attended school elsewhere in the preceding 30 days.
- English proficiency (ability ratios cause detrimental effects to the education of the larger group).
- Assessment results do not meet minimum academic standards to indicate success in the program (excluding additional needs students)
- Student requires significant modification to school's instructional program.
- Student has educational learning differences outside of the scope of the school.
- Student has cognitive, social, emotional disabilities not supported by existing services.
- Student has physical disabilities requiring modifications not available at the school.

3.7 Notification of Acceptance

Families will be notified by phone or email within 24-48hrs of taking a placement assessment provided that complete applications, with all supporting documentation, have been submitted. All acceptances falling outside the school session will be considered conditional pending a placement assessment. Final approval will follow an assessment evaluation.

3.8 Part-Time Students

Cambridge Schools does not accept part-time students.

3.9 Transferring Students

Students transferring within the UAE must complete the process before November 1st. Students transferring from programs abroad must complete the process by May 1st.

The Principal is empowered to approve or deny the enrollment of transfer students on a case-by-case basis. Before considering an application to transfer, the school must receive a letter of recommendation, email or phone call from the administration of the previous school summarizing the student's academic, behavioral, social and emotional status.

3.10 Faculty Students

It is assumed that children of contracted employees will be required to take a baseline assessment prior to the start of classes to determine appropriate placement.

3.11 English Language Proficiency (Year 3 Onward)

The school may admit students with limited proficiency in the English language after giving consideration to:

- space availability,
- records of past academic achievement,
- results of the placement assessment,
- and level of student support required.

The need for English Language support will be identified during the placement assessment and, if required, enrollment in the ELL (English Language Learner) program will form a **non-negotiable condition of acceptance** to CIS. Parents will be notified that additional fees will be applied to their tuition to cover the support provided.

3.12 Special Educational Needs

Cambridge International School is a fully inclusive school. The school offers a comprehensive special education program, academic (IGCSE, AS & A), project base (BTEC) and vocational (ASDAN). Students that show a **Standard Average Score (SAS) score below 100** will be recommended for further assessment to ascertain required future needs. This may include an in-school assessment, an interview, if required additional assessments by the ACE dept and the review of any additional information such as Education Psychologist reports. Once these formalities are completed, a suitable program for each child is put in place to help access the curriculum. To enable a smooth transition academically and socially.

The school will make admission judgments based on its ability to provide an effective educational experience and address the needs of the individual student. The school will consider the number of students with additional learning needs in any given class and year level to ensure that the best interest of all students is met. Additional **off level assessments and costs may be** required for the school to ascertain the full needs of the child.

Students who have physical, emotional or learning needs that require a higher level of intervention/support beyond what the school can provide will be guided by the by the Director of the ACe Dept. in terms of next best steps for the student.

The school works very closely with external agencies to provide the best educational support possible for the child. We work in partnership with parents and agencies to support each child as an individual. It is an expectation that students with educational psychologist plans have these updated every 2-3 years upon the discretion of the SENDCo.

The need for SEN support will be identified during the placement assessment and, if required, enrollment in the SEN program will form a **negotiable condition of acceptance to CIS**. Parents will be notified that additional fees will be applied to their tuition to cover the support provided

4 Enrollment Phase (Step 3)

4.1 Enrollment Disclaimer

The school makes every effort to enroll qualified students who have fully completed the application process and who have met the academic acceptance requirements. However, enrollment and class size limitations are established each year by the CIS Administration. The Administration also reserves the right to supersede CIS enrollment policies as it deems necessary.

4.2 Enrollment Priority

Students who meet admission requirements may be enrolled on the following priority:

- Children of faculty and administration
- Siblings of currently enrolled students and/or alumni
- Siblings of SEN students

- Those previously enrolled in a UK Curriculum
- International students who bring diversity to the existing demographics
- Other students who have completed application procedures and meet entrance requirements.

4.3 Year Placement

The school reserves the right to place a student at the Year level that best serves the educational needs of the child, regardless of the previous Year completed or age of the child. A conservative placement is used in order to best serve the educational needs of the student. If the school feels that Year retention is in the best interest of the child, parents will be asked to sign a Retention Form to confirm support of the decision.

4.4 Class Placement

The goal of class placement is to create homogenous sections within each Year level. Each of the sections will be as balanced and diverse as possible with regard to the following student characteristics:

- English language fluency
- Educational needs and ability level
- Cultural background
- Mother tongue language
- Gender

4.5 Special Enrollment Requests

All special enrollment requests will be submitted to the Admissions Committee and will be considered on a case-by-case basis, given space available, with priority assigned to:

- Students fluent in written and spoken English language who have siblings already enrolled in the school
- Students transferring from other GEMS schools with high recommendation
- Board endorsed acceptances

4.6 Late Enrollment:

The school has a rolling admission policy. Students may be accepted provided they are assessed as at Year level. In all cases, the division level Principal will make the final decision and after receiving recommendation from the previous Principal.

4.7 Tuition Fee Payment

Admission fees are due at the time the acceptance letter is signed and returned by parents. Invoices will be sent out immediately and first term fees must be paid prior to the start of classes. Students may not be permitted to start school unless the first term tuition fees have been paid, unless they have arranged another payment plan with the Finance Office.

Ministry of Education law gives parents a maximum of one month from the due date to delay fee payment.

If a student joins CIS in mid-term, the applicable tuition fee will be prorated based on the number of full weeks in the term. If parents request a reserved seat for a late arrival, the fee will be levied from the date of notice or from commencement of the academic year.

4.8 Tuition Invoicing

- First term invoices (listing fee structure) will be issued and sent by May 1st.
- Second term invoices will be sent by Dec. 15th, prior to winter break.
- Invoices for rolling admission will be sent to parents on request.

4.9 Tuition Refunds

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School Principal or Registrar thirty (30) in advance. The school's tuition refund policies follow the Ministry of Education regulations outlined below for term paying students:

Student withdrawal prior to the start of the academic year

- A student withdrawal initiated by the parent/guardian, the balance of the first term/semester fee paid will be refunded **except** the Registration Fee and Admissions Fee.
- A student withdrawal initiated by the school, the balance of the first semester fee paid is refunded **except** the Registration Fee.

Student withdrawal during the school term/semester

- Fees will be charged for **one full month** if a student attends school for two weeks or less.
- Fees will be charged for **two full months** if a student attends school for more than two weeks and less than one month.
- Fees will be charged for the **entire school term/semester** if a student attends school for more than one month.

The Accounts Officer shall be authorized to refund the fees on the basis of School Support Centre approval as above and on production of the original receipt. However, in case the original receipt is not available, the Principal can approve the payment on the basis of a duplicate receipt and subject to Accounts confirming the availability of credit in favour of that student.

4.10 Collection of Outstanding Tuition Fees

- **7 days overdue**- first reminder is sent. (Family urged to make contact if they are in financial difficulty).
- **14 days overdue**- second reminder is sent. (Family invited to make an appointment to discuss the situation with the Finance Office.)
- **21 days overdue**- final reminder is sent, and the Finance Office advises the Superintendent/CEO of how many students are at risk of exclusion.
- **28 days overdue**- an exclusion letter is sent issuing a 3-school day exclusion to begin oneschool day later.

Exclusion -The child is temporarily excluded for three school days. If the child is present at school despite being excluded, they are not allowed to attend class. The parent or guardian will be contacted immediately and asked to collect the child as soon as possible. While awaiting collection, embarrassment to the child must be avoided at all cost. This process is ongoing until the fees are cleared.

Inclusion - on the 4th school day the child is allowed back in class. The exclusion letter is re-sent as necessary, with exclusion recommencing the next day (repeat).

* The exclusion cycle will continue until fees are paid, or until a student reaches 20 unexcused absences. At that point credit for Year level or subject classes can no longer be granted and student withdrawal will be initiated immediately.

5 Withdrawal Phase (Step 4)

5.1 Withdrawal Disclaimer

The School reserves the right to withdraw student candidacy or membership at CIS any time before or after enrollment has been completed, especially when student behavior is deemed unsympathetic with the school community standards or when tuition fees have been in arrears for more than a month without a payment agreement in place.

Counseling Staff and Admissions Personnel will work together to ensure that students leaving

Cambridge Schools and/or the UAE have a positive transition, regardless of the circumstances precipitating their departure.

5.2 Personal Leave or Graduation

Families can have a variety of reasons for withdrawing their students from school. CIS will ask each departing family (either personal withdrawal or graduation) to complete an exit survey, so that we can continuously improve service and better meet client needs.

5.3 Academic Withdrawal

Students not meeting the Year level expectations will be the subject of a focus report which prescribes an action plan for the student, parents, and teacher. Students who do not meet the improvements required by the focus report as of May 1st may be required to repeat the Year level or will be counseled to find alternative options for the following academic year. This can only be implemented with the approval of the KHDA. If a parent request's their child to repeat they also seek approval from the KHDA. If approved this option may only happen once in the students time at school as outlined by the KHDA admission procedures.

5.4 Release of Student Records

The school Registrar will process requests (internal and external) for the release of academic records to families and/or sponsoring companies. Files (in whole or in part) will not be released unless all outstanding fees have been paid in full (including the return of CIS equipment and/or supplies). Once fees are paid, the Admissions Office will modify enrollment codes and collaborate with Finance for invoicing as necessary.

5.5 Archiving Student Records

When a student withdraws or graduates from Cambridge International School Dubai without taking official records or when records are held due to outstanding tuition payment, student records (Transfer Certificates, school reports, transcripts, etc) will not be released under any circumstances until debts are paid. If student accounts are in good standing, paperwork will be processed by division level secretaries as follows:

- All official paperwork will be formalized, stamped, and signed as required.
- All official transcripts will be prepared and signed, as required.
- Two copies of the above are made and retained on file.
- The original paperwork is placed in a sealed, labeled envelope and kept as above.
- The complete file is then forwarded to the Registration Office to be archived.
- Upon request, from the student's new school or from parents, the school Registrar will forward the file/envelope to the new designated address.
- One copy of each student file is archived for a period of 3 years in case records are requested again in the future.

6 Constituency Functions

There are seven primary constituencies involved in the admissions process:

- Admissions Team
- Placement Assessment Team
- School Principals
- Superintendent/CEO (appeal only)
- Finance Office
- Parents
- Students

6.1 Admissions Team's Function

- Respond to phone and email inquiries about the school within 24hrs, with a complete follow-up

within 48 hours.

- Distribute general information and registration materials to the parents by email, fax and/or in person.
- The Reception and/or Parent Relations Executive (PRE) will schedule campus tours for prospective families. The PRE or other available Admissions Team members will facilitate a tour of the school. Upon request and based on availability, parents may be granted an opportunity to meet and speak with Guidance Counselors and Principal
- Request and collect student records from prospective families, ensuring that the material is complete, and forward all records to school counselors, ELL and LS team members for review.
- Coordinate with parents and counselors to schedule student assessments.
- If space is available, advise parents and register students who have been assessed and accepted by the school.
- If no space is available, place student on wait list for a particular Year in appropriate priority sequence based on date of application or date of assessment or verifiable need consideration.
- Send parents to Finance Office to arrange payment of school fees before term classes begin.
- Place students in classes.
- Flag student's record to indicate that there are multiple siblings in the school.
- Admissions Office contacts parents when a student is accepted and/or denied acceptance to the school.
- Once student has been accepted, fees paid, and information returned to the Admissions Office, the Technology Department will activate student files. This has to take place before scheduling can be completed.

6.2 Placement Assessment Team (ELL/SEN Support/Counselors)

- To answer questions for parents and students regarding academics concerns.
- Evaluate student records once the file is complete (files need to be read carefully).
- Coordinate with Admissions to schedule assessment sessions for students.
- Review assessment results and forward to the Principal.

6.3 Principal's Function

- Evaluate the enrollment recommendations forwarded by Counselors, ELL and ACe teams.
- Make the decision on borderline cases based on other available relevant data. This could include verifiable need or other sibling currently attending the school.
- Confirm decision for acceptance or non-acceptance to Admissions Office and/ or advise as to borderline decisions.
- Make recommendations to the Principal relative to staffing, the need for wait lists and/ or class sizes.
- Principal determines final enrollment approval, and sends files back to the Registrar for processing. If not accepted the Principal (or Counselor on the Principal's behalf) will call or write a letter to the parents. The same applies in cases of conditional acceptance and/or academic probation.
- Please note (once file and assessment are complete) the desired turn-around time for the Principal to approve a file should be within a 24 to 48 hours.

6.4 Principal/CEO's Function

- In communication with Principal, ensure that adequate staffing is available for projected enrollment levels.
- Approve wait lists in concert with Principal and Admissions Office
- Works with Principal as required resolving borderline admissions.

6.5 Finance Office

- Accounts arranges billing, refunds, and/or other tasks necessary for the opening and closing out of tuition accounts
- Accounts handles all calls relating to school tuition fees and/or refunds requested
- Accounts will provide an outstanding balance invoice along with a written explanation letter to

- parents through students. Sealed envelopes will be marked with names and homeroom.
- All financial reporting that goes to companies will be faxed, will a follow-up phone call from the Financial Office.
 - When a payment is made, Accounts will enter it immediately into the system.
 - Finance Office will keep Registrar up-to-date on all payments.
 - If special arrangements are made concerning tuition payments, a memo will be written from the authorizing party to the Registrar and/or Finance Office.
 - Note on student's file that all fees have been paid and return file to counselors or division Principals for scheduling. It is the Financial Team's responsibility to make sure all fees are paid and files are cleared.
 - Registrar will be responsible for entering the financial codes as per usual.

6.6 Parents' Function

- Request and review application/enrollment information from the Admissions team.
- Provide complete student records in a timely manner to facilitate student assessment, registration, and enrollment.
- Pay the initial student application and assessment fee to the Finance Office.
- Request an appointment for placement assessment from the Admissions office.
- Bring student for assessment on the appropriate day and at the appropriate time.
- Pay the applicable application and assessment fee at Finance Office.

6.7 Students' Function

- Interview with Counselors and/or Principals as scheduled or as required.
- Complete the required application and assessment tests as specified.

6.8 Admissions Committee

An Admission Committee shall be established to review those applicants who wish to be considered for enrollment but who do not meet the entrance criteria. The Committee shall consist of:

the Registrar, the Guidance Counselor, the Head of Year, the Head of School, the CEO/Principal

The appealing applicant must have completed all registration requirements, including testing and have first appealed to the Admissions Office, and division level Principal, before the Admissions Committee will consider convening. If deemed necessary, the Committee will schedule parent interviews and/or request additional information from the child's previous school. In any case, the Admissions Review Committee will be the final arbitrator in the admissions appeal process.

APPENDIX 1



Date:

Designated Safeguarding Lead,
Name of school

Dear Designated Safeguarding Lead,

Re: **Name of child**

The above child has recently joined Cambridge International School Dubai from your school. As part of our Child Safeguarding Policy we would be grateful if you could complete the below form and return it as soon as possible to the schools registrar. Any information will be dealt with confidentially and kept secured. If you have any particular concerns/issues you wish to discuss, please do not hesitate to email me us registrar_cis@gemsedu.com

There are safeguarding/child protection records for this child/child Yes

No (Circle as appropriate)

There are emotional/behavioral/SEN/ELL records for this child/child Yes

No (Circle as appropriate)

If you have answered YES to any of the above statements can you please provide the contact details below so that we may liaise with you directly designated Safeguarding Lead or Principal.

Telephone contact _____

E-mail contact _____

Position at your school _____

Signed _____ Dated _____