

## Admissions Policy 2022-2023

<b>Implemented:</b>	<b>September 2011</b>
<b>Next Review:</b>	<b>June 2023</b>

### Purpose

The vision statement of our school encompasses the philosophy “Every Child Matters”. At The Winchester School we are committed to giving all children every opportunity to achieve the highest of standards. This policy helps to ensure that this happens for all the children– regardless of their age, gender, attainment or background.

The Winchester School is a fully inclusive school that aims to develop an environment where all children can feel safe and maximise their potential. We recognise that children learn at different pace and that there are many factors affecting achievement, including ability, emotional stage, age and maturity. We aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to achieve.

This document will provide the guidance to a unified approach in the acceptance and processing of applications for the Winchester School. Admission teams adhere to the procedure and guidelines outlined in this document to ensure premium customer service standards are met or exceeded during the admission and registration process.

### Procedure

The enquiry for admission can be done through the GEMS Education website and the school website. A student’s application will pass through different stages that require a strong partnership of communication, between a parent and the school’s admission team.

### Admission Procedure:

**Registration and admission for the Academic Year starting September is done online through: The Winchester School website [www.thewinchesterschool.com](http://www.thewinchesterschool.com) or the GEMS Education website [www.gemseducation.com](http://www.gemseducation.com)**

Once an online enquiry is made and application is completed by paying application fees AED 500, + AED 25 VAT, child’s name appears on the waiting list. Each child may be asked to take an age-related screening / placement test to determine the right placement of an applicant and to ensure that the child/ren is prepared for the quality of education on offer at The Winchester School. Offer of place is not solely on placement test / meet and greet but finally based on availability of space. Once this step has been completed, a student may be offered a seat, placed on the waitlist/offered to explore other GEMS school or denied due to non-availability.



**In future, if we are in a lockdown situation and child/ren are not allowed to enter the school for the placement test, the school will have the below process:**

**For FS1 to Year 1-** Parents will be required to email videos of them having conversation with their child to the Registration Department.

**For Year 2 and above** – Parents will be required to submit CAT4 and latest school reports to the Registration Department, to ensure that their child/ren are placed in the right year group and are prepared for the quality of education at The Winchester School.

Offer of place is not confirmed solely on submitting the video/documents. Once this step has been completed, a student may be offered a seat or placed on the waiting list.

### **Application**

Once you fill out the form you will receive the SR (Service Request) Number. Please save a copy of the Receipt for your records. If you cannot print the Receipt page, please ensure you write down the SR Number.

Once you have received your SR Number, next step is to complete the Application by paying the application fee of AED 525/-. This is not deductible and non-refundable if the school offers student a place and unless the child's application is carried forward to the following academic year. This can also serve as registration fee for other GEMS Schools based on approval by the Principal.

### **At the time of admission, the following documents are required:**

1. 1 copy of valid Residence Visa and Passport for Student & Parent.
2. Original Emirates ID of Student and Sponsor to scan in front of school official.
3. Copy of Emirates ID of Student and Sponsor.
4. 4 passport-size photographs of the student.
5. 1 copy of the student's Birth Certificate.
6. 1 coloured copy of the Student's Vaccination Card.
7. 1 copy of the original mark sheet of the last examination passed at the previous school.
8. Original Transfer Certificate for other Emirate transfers. (Duly attested by the educational authority concerned).
9. In case of overseas transfer, the Original Transfer Certificate should also be duly attested by:
  - District Ministry Education Officer of the concerned district.
  - Ministry of Foreign Affairs in the country from which migrating.
  - UAE Embassy in the country from which migrating.
  - Consulate of the concerned country in Dubai- (*Attestation is not required for UK, US, Canada, Australia and Europe*)
10. Recommendation letter from the Supervisor/Principal of the previous school for all secondary students.

11. Record of Attendance of past one year from previous school.
12. Medical Documents incase or any medical needs like allergies, asthmas etc.

**Please Note:**

To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parents and school to set the condition for a successful identification and support performance for the students.

Please share full details of any special educational needs, individual education plans (IEPs) and any Educational Psychologist, medical, Pediatric, or other specialist reports (e.g., Speech and Language or Occupational Therapy) if completed. Sharing educational history with us prior to a place being offered is essential so that staff can ensure an appropriate assessment of educational need, educational plan and resourcing is in place.

Students are not refused admission based only on their experience of a special education need or disability (SEND) and we give sibling priority for admission to students who experience SEND. Staff follow KHDA guidance and procedures for scenarios where, very rarely, it may not be in the best interests of the child to be placed in our school. This information will be shared with the KHDA, following expected procedures.

Parents are expected to provide the school with copies of all medical, psychological or educational assessments or reports on entry to the school and at regular intervals as required. Such materials are a prerequisite in enabling us to provide the best education for every child. Failure to disclose any such information including the deliberate withholding of information, may result in your child not making the expected progress in school and hence the placement will be reviewed for the following academic year.

Admission will be confirmed only on submission of all the documents to the School and will be subject to Knowledge and Human Development Authority approval and signing of the KHDA School Parent Contract.

**Fees and Payments**

All tuition fees are payable in advance of attendance, and are in accordance with the fee structure established by GEMS under the guidance of KHDA's established School Fee Framework.

<http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/FeeFrameWorkEnApril2012.pdf>

**Payment of Fees**

When an offer of a seat in the school is extended, there will be admission fees one-month tuition fees needed to secure the seat, payable by cash or credit card. This admission fee is non-

refundable, and is prorated and adjusted against the 1st term fees, which are the first four months of the academic year.

For admission offered during the school term, the fee is prorated as per the term fees.

Tuition fees must be paid termly (By the 10<sup>th</sup> of September/January/April- as per the term)- By 1<sup>st</sup> September/1<sup>st</sup> January/ 1<sup>st</sup> April as per the term

Cash, cheque and credit card are accepted and payment can be made in person at the school accounts office. In addition, payments of fees and tuition can also be paid online or by wire transfer directly to the school bank account. (Provided upon request)

#### Returning students- Re enrollment fees

1. For returning students, and according to the Schools Fees Framework, the school will charge up to 5% of the total fee amount as the re-enrollment fees to be paid within the time frame specified by the school, and after completion of all fee payments for the current year.
2. This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year.
3. The school reserves the right to ask for proof that the family is moving outside the Emirate of Dubai such as an acceptance offer from another school situated outside Dubai.
4. This amount is deductible from the first term of the academic year.
5. The school reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.
6. If there is any outstanding fees by the end of the year, the re-enrolment fees will be adjusted to the outstanding fees and the child will lose a seat for the next academic year.
7. The school also reserves the right to not issue the concerned student his or her progress reports and to refer the issue to KHDA.
8. In case of student seeking reenrollment/admission in Year 10 (a two-year IGCSE programme), student will be enrolled, however they must secure at least 60% in Year 9 in the chosen subject options.
9. In case of students in Year 11 going to Year 12, students must achieve at least grade B in IGCSE exam in the subject opted for AS level. Similarly, students of Year 12 going to Year 13 must achieve at least a grade E in their AS level for the subject opted for A level.

#### New students:

1. For new students, and according to the Schools Fees Framework, the school will charge parents one-month tuition fees to be paid within three (3) days of the issuing of the acceptance letter.
2. This amount is non-refundable unless the family has to move outside the Emirate of Dubai before the start of the academic year. Parent must inform the school earliest possible and

no later than July 30<sup>th</sup> or before the start of new academic year.

- This amount is deductible from the first term of the academic year.

**Sibling policy:**

It is the policy of the school that siblings shall receive discounted fees. The deductions apply to school fees only and do not include other fees. Deductions are to be calculated as follows:

Sibling	Deduction rating
Sibling 4	25%
Sibling 5 onwards	50%

**Discount Policy/Scholarship Policy:**

Teaching Staff	1 child is 100% free of the school they're working in. (as per school policy on TFC)
Teaching Assistant	1 child will be given 50%* (upon joining) and 100%* (1 year onwards)  *of equivalent to Our Own English High School
Administration Staff	1 child will be given 50%* (upon joining) and 100%* (1 year onwards)  *of equivalent to Our Own English High School
Sheikha Fatima Award	100% free for one girl awardee

**Student Withdrawals**

All students withdrawing from the school must submit notification of their withdrawal in writing to the Registrar office. A 30-day notification period is required to ensure all necessary documents are ready.

**Refunds:**

- For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below:
- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' the full term's fees will be deducted.

**Disclaimer:**

*"Please note that school fees for the upcoming academic year are subject to change in accordance with Article 51 the Bylaw of Federal Law No. (28) of 1999 Concerning Private Education and applicable regulations."*

## Fee Structure (2020-21)

### School tuition fees For August 2020 - July 2021

Year	First Term (Sep-Dec)	Second Term (Jan-Mar)	Third Term (Apr-Jun)	TOTAL
FS1	5,416	4,063	4,063	<b>13,822</b>
FS2	5,416	4,063	4,063	<b>13,822</b>
Year 1	6,772	5,078	5,078	<b>17,278</b>
Year 2	6,772	5,078	5,078	<b>17,278</b>
Year 3	6,772	5,078	5,078	<b>17,278</b>
Year 4	6,772	5,078	5,078	<b>17,278</b>
Year 5	6,772	5,078	5,078	<b>17,278</b>
Year 6	7,223	5,417	5,417	<b>18,431</b>
Year 7	7,223	5,417	5,417	<b>18,431</b>
Year 8	7,223	5,417	5,417	<b>18,431</b>
Year 9	8,577	6,433	6,433	<b>21,887</b>
Year 10	9,669	7,251	7,251	<b>24,671</b>
Year 11	9,669	7,251	7,251	<b>24,671</b>
Year 12	12,084	9,063	9,063	<b>30,835</b>
Year 13	12,084	9,063	9,063	<b>30,835</b>

To help with your cash flow, The Winchester School offers parents, the First Abu Dhabi Bank credit card

*(\*Tuition Fee are subject to change according to KHDA approvals)*

Last dates of fee payments:

**Term 1: – 1<sup>st</sup> September**

**Term 2: – 1<sup>st</sup> January**

**Term 3:– 1<sup>st</sup> April**

### Details

Additional fees are payable, which include providing for uniform, books, educational visits, examinations fees and learning support needs. If any individual needs are identified by the Winchester School Ace (SEND) Department, additional fees are to be paid for English Language Learners support or Learning Support Assistant for any specialist support by ELL/ACe Department.

Transport fees are invoiced separately.

### **Mode of Payment**

- **Online Fee payment**
- Credit card
- Cheque
- Cash

Online fee payment can be done by logging to [www.thewinchesterschool.com](http://www.thewinchesterschool.com).  
All existing parents should have a User ID & Password.

If you do not have User Id & Password for online fee payment or any other queries regarding online payment, please get in touch with [helpdesk\\_win@gemsedu.com](mailto:helpdesk_win@gemsedu.com)

Signed : 

Date : June 2022