



GLOBAL

ENGLISH SCHOOL

AL AIN

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Policy:	Admission
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Evaluation & Review:	Reviewed in January 2026, next review: January 2027
Rationale:	Every care should be taken to correctly place students so that they have every opportunity to achieve at their fullest potential. In accordance with the ADEK Policy, GES has an open approach to admitting students from different customs and races.
Roles of Responsibility	Registrar / Public Relations Manager, Vice Principal, Principal, Finance Manager, Phase Leads, Pastoral Heads, School Nurse, Inclusion Head, Social worker/Student Counsellor.

- School Admissions Policy: GES has set up and implemented an Admissions Policy in line and make it available to prospective parents via school website. The admissions policy encompasses the following:
- Non-Discrimination: GES shall take a fair and transparent approach to admissions and shall not discriminate based on race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
- Open Campus: GES shall establish protocols to allow prospective parents and students to visit the school's premises.
- Procedures: GES shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
- Documentation: GES shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.
- Inclusive Admission Practices: GES shall adopt practices for students with additional learning needs during the admissions process, in line with the *ADEK Inclusion Policy*.
 - GES shall provide a statement in their policy that requires parents of students with additional learning needs to disclose all known information regarding their child's needs, as well as to submit any relevant documentation (e.g., clinical assessment reports).

- Inability to Accommodate: GES shall not decline admissions for students with additional learning needs. However, in exceptional circumstances, where we consider we are unable to meet the needs of any students with additional learning needs, we shall submit an inability to accommodate.

Admissions Assessments:

- Use of Assessment: shall not use assessments as a basis for determining student admissions.
 - However, we shall assess students through observation, interviews, and/or placement tests for students in FS1, FS2, Cycle 1, and Cycle2.
 - Admission tests are done only when we can guarantee a grade placement for the child. The results of the assessments shall only be used to inform the level of learning support required and correct placement.
 - In the following exceptional circumstances, we shall additionally use formal assessments to determine grade placement:
 - Students changing curricula in Cycle 3 (Y10 to Yr 13).
 - Students transitioning from alternative educational provision (e.g., homeschooling, coming from countries where grade/year equivalency cannot be established)
 - Students who have not attended school for more than two years.
 - Waiting List: GES shall develop waiting list criteria where we are oversubscribed and has more applicants than places available. These criteria shall be informed using all mode of communicaton:
- A transparent selection process (including prioritization criteria) for determining who gets offered a place once it becomes available.
- The maximum number of students that can be on a waiting list.
- How long a waiting list is open. Waiting lists shall be refreshed every term, at a minimum.

Offer and Withdrawal of a Place: GES shall issue an offer letter when a student's application is approved by their admissions committee. GES shall outline the period of validity of the offer letter and not withdraw it unless:

- The parent has not completed the enrollment or re-enrollment procedures outlined by the school within the stipulated deadline; or it is established that admission was obtained fraudulently.

Registration:

- eSIS: GES shall register all their students on the Enterprise Student Information System (eSIS).
- Required Documents: GES shall seek the following valid documents from parents and ensure that they are up to date:
 - Registration Form: Schools shall require parents to complete a registration form.
 - Child's contact information.
 - Copy of child's birth certificate.
 - Copy of child's passport.
 - Copy of child's Emirates ID or diplomatic card with passport.
 - Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.
 - Medical Records: Schools shall submit medical records for their children in accordance with the Department of Health (DOH) requirements.
 - Schools shall ensure that the nurse creates DoH-compliant medical files for new students from schools outside the UAE.
 - Transfer Certificate: When a student is transferring to a school in Abu Dhabi and is seeking admission to F2 or above (Including transferring mid-year), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer) / or transfer the student online.
 - Documented Learning Plan (DLP): If applicable, we shall plan, monitor, assess, and evaluate teaching and learning programmes personalized for students with additional learning needs, as per the *ADEK Inclusion Policy*.
 - Clinical Assessment Report: If applicable, shall ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK Inclusion Policy*.
 - Leaving Certificate: If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.
 - Other Documents: As per the ADEK policies to request any other documents.
- Provision for Exceptions: Non-UAE transfer students are temporarily exempt from submitting their Emirates ID card during the registration period if it is not yet available to them; however, we will ask parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.
- Update Student Profile: GES shall update the student profile in

eSIS with the new Emirates ID card (except for students with diplomatic cards).

- Record Maintenance: GES shall maintain and store all student admission files in line with the *ADEK Records Policy*.

Enrollment and Re-enrollment:

- Enrollment: GES shall enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.
- Re-enrollment: GES shall re-enroll all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.
- GES has a published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
- GES shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the *ADEK Fee Policy*, unless parents actively choose to withdraw their child from the school.

Placement of New Students:

- Grade Placement: GES shall place all new students in a grade/year corresponding to their age as per Table 1. Age Cut-Offs for Grades/Years, unless their placement in a different grade/year has been approved by ADEK.

Table 1. Age Cut-Offs for Grades/Years*

Grade /Year	Age criteria
FS-1	3 years
FS - 2	4 years
Year-1	5 years
Year 2	6 Years
Age is calculated as on 31 st August of the year	

- If the date of birth falling between Sep 01 and Dec 31, 2022, the child can be placed in either FS2 (KG1) or FS 1 (Pre-School) as chosen by the parent.
- If a student is registered or not registered in FS1 / Pre-School (3-4 years) in the academic year 2025-26, and their date of birth falling between Sep 01 and Dec 31, 2021, the student can be placed in FS2(KG-1) or Year 1 (KG-2) in the academic year 2026-27 as per the choice of the parent, however, based on school's recommendation based on skill set and social development of the student.
- Grade Placement for Transferring Students: GES shall determine the year placement for transferring students based on the last grade/year completed as per the Transfer Certificate.

- GES shall not place students who have not attended school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.
- When evaluating the placement of students with additional learning needs, GES shall consider the student's documented learning plans(DLPs), in line with the *ADEK Inclusion Policy*.
- Transition for New and Transfer Students: GES shall take all necessary steps to ensure a seamless transition for new and transfer students.
- Transfer of Records: GES shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the *ADEK Records Policy*. In case of transfers within the Emirate, receiving schools shall update the student's registration on both ADEK's eSIS and the school's internal system.
- Transferring Curricula: When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall write to the student's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those students who seek equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the *ADEK Curriculum Policy*.
- According to the ADEK guidelines as above, GES had developed a comprehensive admission policy as follows:

General Guidelines

- Admission to all grades is entertained from February of the previous academic year. The number of available seats for each level is estimated based on available statistics. Expression of interest for admission is accepted in the prescribed format directly and online through school website.

Placement Assessment

- Students seeking admission to the school (except KG) will sit a placement assessment to determine their performance level so that appropriate educational support may be provided. These placement assessments will be in the form of:
- baseline assessments: English, Mathematics and Science
- Specialised Subject assessments for students entering IGCSE
- The information gathered from the assessment will be used to inform the teaching staff about the most appropriate provision for each student.

Cambridge International Examination Candidates:

- Candidates seeking admission to grade 10 (IGCSE) directly will appear for special interview / assessment to ascertain their knowledge based on IGCSE curriculum since 70 percent of the syllabus is covered in Year 10 (grade 9) and they will be appearing for the Cambridge International Examinations.

- Candidates who wish placement in the AS/A level programme must have a minimum **B grade** for each subject intended for study. These grades will have been awarded in a comparative programme (i.e. CIE, Edexcel.). Please see the “**Admission / re-registration to Senior School**” at the bottom for further detailed guidelines.

English Language

- English is the language of instruction for all the core subjects of English, Mathematics and Science as well as the CIE subjects. This means that students entering the school with no English or limited English knowledge will be seriously disadvantaged.

Students with Special Needs (SEN)

- Students identified as Special Needs (simple to medium) may be asked for an interview and/or sit some placement tests for the purpose of providing appropriate educational and psychological support.
- The school is entitled to charge up to an additional 50% of the admission fee in order to provide the additional support required to cater for a student with Special Needs (Relating to the article 53 of the Regulation and Policy 48 on Children with Special Needs)

Admission Considerations

- Based on ADEK regulations on space per student, the class sizes are limited to:
- 20 in KG1 and KG2 - with a space of no less than 1.6 m squared per student (as per the school’s classroom area)
- 20 / 25 in Grades 1-12 - with a space of no less than 1.6 m squared per student.

The school is entitled to give priority to the following if the applications exceed the number of places available (Policy 66):

- students whose siblings are currently enrolled
- the children of the school’s employees
- students who live near the school
- Note: priority is given to Emirati students in schools scoring good or higher.

Re-admission

- Families that default on payment of fees may not be re-admitted
- Families that do not confirm returning students and do not pay the required re-registration fees by the published due date (four months before the next academic starts) will not be considered to have a guaranteed seat for their student and will go on a waiting list for the new Academic Year.
- Families that do not support school policies may not be re-admitted (eg: where students attendance or late arrival inhibits their progress, behaviour has a negative impact on the progress of other students or themselves)
- Where parents/guardians have engaged in abusive and/or intimidating behaviour to any School employee, re-admission of that family may be refused.

Admission Process

- Successful candidates are admitted with the completely filled in Admission form and documents required as per the guidelines of ADEK and requirements of E-Sis. Parents are required to remit the first instalment of fees at the time of admission.
- The student data and Parent data is captured directly from the Emirates ID card.
- Admission in between the academic year is generally not entertained. However, transfer cases from other countries are admitted subject to availability of seats with the prior consent of ADEK.

- **Age Limit for admission**

Section	Level	From
KG	1	4
	2	5
Primary	1	6
	2	7 to 8
	3	8
	4	9
	5	10
	6	11
Secondary	7	12
	8	13
	9	14
	10	15-16
	11	16-17
	12	17-18

Documents required for admission:

- 2 copies of the Passport with RESIDENCE VISA STAMP of
 - Student
 - Parent (Mother and Father)
- Copy of Valid Emirates ID of the student and parents
- Original Emirates ID (valid) of student and parents for E-Sis registration
- Birth certificate of the student (duly attested by the UAE Embassy & MEA (2 copies))
- Premises Id and Proof (Copy of the Electricity Bill) or complete residential address as per E-Sis requirements.
- No Objection Certificate from the previous School (KG-2 onwards, if transferred from schools in the emirate of Abu Dhabi)
- Original Transfer Certificate (duly attested)
- Attested / Authenticated School records (2 copies)

- Vaccination Certificate (2 copies)
- Medical Insurance Card of the Student
- Current Passport-sized photographs of
 - Student (6 copies)
 - Father (2 copies)
 - Mother (2 copies)
- **Transfer Certificate – Attestation rules:**
- Transfer Certificate (TC) and progress report of the previous year are necessary for admission to Grade 2 and above.
- TC should be attested by the concerned authority as follows:

Schools outside Al Ain Education Zone, but within UAE	Respective Ministry of Education
Schools outside UAE	Concerned Education Office, UAE Embassy and Ministry of External Affairs, UAE
Schools within Al Ain Education Zone	No attestation required

Vaccination Certificates

- Vaccination Cards as evidence that the student has participated in the Abu Dhabi Health Authority's vaccination program schedule must be presented. Where Vaccination Cards are not provided to the school during the school year, *re-registration of the student for the following academic year may be denied* (Policy 44)

Admission / re-registration to Senior School

Progression of Year 9 students to IGCSE (Years 10 & 11)

- Candidates aspiring to continue Cambridge Qualifications after Year 9 must achieve grades 'B' or above at Year 9 in the core subjects (Eng, Math, Science, BS, Economics, ICT).
- **Progression of Year 12 students to AS Level**
- IGCSE /Year 11 candidates must score grades **B or above** in the subjects they want to pursue for ASL (Advanced Subsidiary Level). **Conditional admission/retake exam results will not be considered/accepted.**

AS Level registrations (general conditions as per the school policy):

- Minimum 5 subjects passed at IGCSE is the minimum requirement.
- The chosen subjects (Electives for AS Levels) : Minimum B and above scores at IGCSE.
- Repetition requests: Not entertained.
- Students from other schools : Same criteria remains
- Conditional admission as per the ADEK guidelines (3 subject passes and remaining 2 during Oct-Nov series) : Not entertained.

- All students whether re-admitted or not will have a chance to re-sit for the examinations during Oct-Nov series, registration deadline to be met with by the student/parent.
- Requests for students with C in the electives with a condition that the student will re-sit during Oct-Nov series and improve: Not entertained.

Progression of AS level students to A Level

- Minimum 'b' in all subjects at AS Level (minimum 2 subjects at AS level).
- Student who has 1 'b' and two/three subject passes with scores below 'b' : Allowed only to register for the subject with score 'b'.
- Conditional admissions with scores below 'b' with the condition that the student will improve the scores in the Oct-Nov series : Not entertained.
- Students with 1 'b' and two/three subjects with scores below 'b' requesting for conditionally allowing them to attend classes with the assurance that the student will improve to 'b' in the re-sit exam during Oct-Nov series - to be considered on a case to case basis and decided by the academic team and endorsed by the Principal.
- **A minimum of 10 candidates** is required for offering Business & Economics in Years 10, 11, 12 & 13; otherwise, the subjects will be discontinued for that particular Academic Year.

Admissions to Pre-KG (FS1):

We propose to start FS 1 in the academic year 2026-27. Necessary documents are sent to the ADEK licensing section with formal request for approval. We propose to start at least one class of FS1 in the academic year 2026-27.

Age criteria : 2.8 years to 3.8 years as on 31st August 2026.

Curriculum : Early Years foundation stage (EYFS) programme.