



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE



Written by:	Ms. Parie Stoneman	Last Review:	September 2025
Position:	Principal	Next Review Date:	September 2026

Admissions Policy

Dubai Gem Private School (DGPS) is a truly inclusive, international school with an admissions policy that considers all children. We welcome applications regardless of nationality, ethnicity, gender or religion, this is reflected in the values and culture of the whole school community so that learners feel welcome, accepted, safe and valued.

The language of instruction is English therefore all students must be fluent in written and spoken English.

On entry to the school, we also effectively identify students who have special educational needs and disabilities as well as those who are gifted and talented (The DUBAI INCLUSIVE EDUCATION POLICY FRAMEWORK). Where needed, we modify our curriculum accordingly and measure the impact of any intervention and specific support mechanisms through the use of feedback from monitoring and assessment processes.

ADMISSION PROCEDURES

DGPS Registrations (FS1 - Yr9) will be available online on www.dubaigem.ae in January 2025. Please note the online registration is an application for the waiting list and not a confirmation of the seat. It is essential that all educational history is presented to DGPS prior to the Entrance test.

Online Registrations for AS/A-Levels will be available in May 2025.

MINIMUM AGE

FS1- Student needs to be 3 years of age by August 31st of that academic year.

After submitting the online form each applicant will receive an automated reply with a registration number confirming the application submission. It is mandatory for all fields to be filled in the form. **Incomplete applications will not be considered.**

Upon completion of the online registration and depending on the number of seats available, parents will be contacted to submit the following:

- A copy of the child's passport plus UAE entry stamp and/or residency page.
- A copy of parent's / legal guardian's passports plus UAE entry stamp and/or residency page.
- A copy of Emirates ID for both student and parents.
- Copies of the last 2 years' final reports for all children applying for Year 1 and above.
- Pre-Registration Fees (non-refundable).
- The documents will be reviewed, and the shortlisted candidates will be called for the

Entrance Assessment Test

ENTRANCE ASSESSMENT TEST / INTERVIEWS:

- **FS2**- Assessment
- **Year 1**- Written English and Math assessment
- **Year 2**- Written English and Math assessment in addition to the Cognitive Abilities Test (CAT4).
- **Year 3 - Year 9**- Written English and Math assessment in addition to the Cognitive Abilities Test (CAT4) & New Group Reading Test (NGRT).

All Entrance tests will be conducted in the month of April/May.

AS-Level Interviews will be conducted in August once the Board Exam results are published.

Admissions will be confirmed subject to the child's assessment results. Priority to appear for an entrance test will be given to siblings of students already in Dubai Gem Private School, however they have to fulfill the entrance criteria to secure admission. Parents will be notified of the result by email within two weeks of the test.

On successful completion of the test/tests, parents and child will be called for an interview with the Principal. Two reference letters, if required, will have to be provided when admission is confirmed.

Those who have been guaranteed a seat will have to complete the Registration process.

- For registration of New Admissions with KHDA, Original Emirates IDs of parents and child are required to be scanned on the KHDA Reader. Parents must bring a mobile phone which will be registered with KHDA.
- All parents **MUST** sign the KHDA Parent School Contract for their children in their respective Year. The Contract is approved and published by the KHDA, and it is a mandatory requirement.

SECONDARY ADMISSIONS

Entry for Years 7 to 9

1. As we are a highly academic school all prospective students for Year 7, 8 and 9 are asked to sit for an assessment in English and Mathematics in addition to the Cognitive Abilities Test (CAT4) & New Group Reading Test (NGRT). Only students who have shown good levels of ability in all these aspects of the assessment will be admitted to the school. We do not take admissions into Year 10 & Year 11.

Assessment Test

- ❖ The test is conducted in order to have an understanding of the student's academic
- ❖ skills particularly with reference to his/her records from the previous school.

2. We require previous reports from primary or other schools to help our selection process and will look favorably upon students who, in addition to being academically able, excel in the Creative Arts and Sports.

3. It is important to note that we look for potential in all prospective students and consider their suitability to the ethos of our school and its student body. Therefore, we take into consideration students with an exemplary approach to learning including effort, behaviour and participation. We also look for involvement in a range of activities including community service and student leadership.
4. Full access arrangements are facilitated at the entrance examination stage for students of determination.
5. All students are required to have a valid Emirates ID Card in order to attend school and parents need to ensure that the School has up-to-date copies of this ID.

ENTRY TO THE SIXTH FORM (AS LEVEL)

External applicants to the Sixth Form will be expected to show significant academic success at IGCSE or its equivalent:

- A minimum of 6 A/A* grades are expected across subjects (including English and Mathematics).
- A or A* grades are expected in subjects to be studied at A Level.

We would especially welcome applicants who are able to offer a range of additional skills above and beyond academic success (for example strong and sustained talent in one or more of the creative, sporting and philanthropic areas). All students must be fluent in written and spoken English.

External applicants will have to fill in the Online Pre-Registration form.

Please note that registration does not guarantee your child a place.

Students receive an offer after successfully completing the school's admission process.

For more details on current availability, please contact the Secondary Admin Office.

Dubai Gem Private School is confident of the integrity of its admission process and respectfully informs parents that our decisions regarding entry are final.

SEND ADMISSION:

DGPS is an inclusive school and strives to accommodate the needs of all learners. An updated report by an external specialist is requested to plan need-based provisions for the child.

DOCUMENTS REQUIRED FOR REGISTRATION

- Registration fee of AED 525 (non-refundable + VAT included).
- 5 recent Passport-size Photographs of the applicant (on photographic paper with white background).
- 2 Passport copies with valid visa page of the student and both parents.
- 2 copies of valid Emirates ID of the student & both parents.
- 2 copies of the Birth Certificate of the student.
- 2 copies of the Health Record (Immunization Card) of the applicant.
- Original Passport & Birth Certificate for verification (residents of some countries)

- must produce an attested copy).
- Original School Health Record from the previous school for students transferring from other schools in U.A.E.
 - Copy of the Latest Mark Sheet, 1st Term or End of Year.
 - Valid School Leaving Certificate

SCHOOL LEAVING CERTIFICATE:

- **For Students coming from Schools in Dubai:** Original School Leaving Certificate has to be submitted from the previous school to Dubai Gem.
- **For Students coming from other Emirates in the UAE:** Original Transfer or School Leaving Certificate should be attested by the respective Education Zone.
- **For Students coming from Gulf Countries (GCC- excluding Qatar):** No Attestations required for the Transfer or School Leaving Certificate. KHDA approval is required for students coming from Qatar.
- **For Students coming from other Arab or Asian countries:** Transfer or School Leaving Certificate should be attested from Ministry of Education, Ministry of Foreign Affairs & UAE Consulate in that country.
- **For Students coming from UK, USA, Canada & Australia:** Reports & letters should be attested from the previous School.
- **Note: If the School is not accredited on KHDA List:** Transfer and /or School Leaving Certificate should be attested from Ministry of Education, Ministry of Foreign Affairs & UAE Consulate, as mentioned above.

***Students whose details are not transferred by KHDA will not be allowed to sit in class.**