



# Greenwood International School Admission Policy

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Greenwood International School is committed to admitting learners by recognizing merit, potential and special needs, guaranteeing that its admission process is transparent, consistent, and fair. This policy is reinforced by Greenwood's vision, mission, and philosophy (our 10 pillars).

We are committed to total equality in education. Learners are admitted on the grounds of their individual abilities, aptitudes, skills, and talents. Our constant aim is to increase diversity among the population of our learners. Diversity is a quality of excellence that is sociably desirable in a civilized society; thus, enriching the learning and teaching experience. Greenwood International School strives to attract a wide range of applicants from various cultural, social, and educational backgrounds.

### **Procedures of Registration & Admission**

#### **Admission Ages:**

##### **First:** Kindergarten

- 1- A child who has reached, or will have reached, the age of four years on August 31 for the admission year in which the academic year starts on September may be admitted to the first KG level.
- 2- The child who has reached or will have reached the age of five years on August 31 for the admission year in which their academic year starts on September shall be admitted in the second KG level.

##### **Second:** First Elementary Level (Grade 1)

The child who has reached or will have reached the age of six years on the August 31 in the admission year, and has not exceeded the age of eight years for in which the academic year starts in September, shall be admitted in the first elementary level.

**Third:** Other School Levels

The admission age in the levels from the 2<sup>nd</sup> Elementary level up to the 3<sup>rd</sup> Secondary level shall be specified in accordance with the following table and the age shall be calculated up to the end August of the academic year during which the learner will be admitted:

<b>Elementary</b>	Grade 2	From age 7	To age 9
	Grade 3	From age 8	To age 10
	Grade 4	From age 9	To age 11
	Grade 5	From age 10	To age 12
<b>Middle School</b>	Grade 6	From age 11	To age 13
	Grade 7	From age 12	To age 14
	Grade 8	From age 13	To age 15
<b>High School</b>	Grade 9	From age 14	To age 16
	Grade 10	From age 15	To age 17
	Grade 11	From age 16	To age 18
	Grade 12	From age 17	To age 19

**Fourth:** Admission and placement of students of determination are more flexible, Certain factors are taken into consideration such as:

- Comprehensive Assessment Report
- Inclusion Department Recommendations
- Progress Report
- IEP

**Registration Dates:**

Learners' registration in all school's cycles shall be as per the KHDA directives regarding the subject. Registration can open starting February/March of every academic year.

**Procedures of Registration:**

- 1- Registration for the various school classes shall be made online through the school website. Prospects/ Learners fill the application online and upload the requested documents (Emirates IDs for students and their parents, Previous reports, international assessments, supporting documents in case of special cases or students of determination, etc).
- 2- Registration Department emails entrance exam appointments after getting the approval of all concerned departments involved in the process of checking the applicants' uploaded documents.

- 3- Registrar follows up internally that HOSs have entered their comments to the school management system (Grant or deny admission) so parents receive the result, then follow up with parents the registration process.
- 4- The learner's registration in the school shall not be considered a final admission until they submit the Transfer Certificate from previous school and sign the contract with GIS.

### **Admission Documents**

As a condition for admitting the learners willing to join the school, the following supporting documents should be submitted.

- 1- A copy of Emirates ID of Learners and their parents (already a softcopy was submitted with application).
- 2- Transfer/ Leaving Certificate.
- 3- Photo of the Learner (Soft copy to be uploaded to the system)
- 4- Vaccination Card / Medical file and in case of special Health situations any extra reports (if applicable)
- 5- Recommendation letter is required from the school the learner is transferring from.
- 6- In case of Divorce custody documents must be submitted to school, along with a letter from the parent who has the custody mentioning her/his requests (what is allowed or not to the other parent)
- 7- Students of determination must submit their Comprehensive Assessment Report/ Psycho-Educational Report or doctor's report (for the diagnosed cases) , IEP and SEND Progress Report.
- 8- Learners from abroad must bring original reports and school- leaving certificates translated and attested by Ministry of Education and Ministry of Foreign affairs in their home country. It should be taken into consideration that all certificates and documents from abroad must be attested as follows:
  - A- Ministry of Education or the Education office, Ministry of Foreign Affairs and the UAE Embassy or Consulate in the country from which the school certificates are issued.
  - B- Ministries of GCC Countries.

KHDA may exempt from the attestation condition the certificates issued by countries which do not have a system of certificate attestation.

### **Admission procedures**

Registration and admission for the academic year starting August/ September opens in February/ March of each year. Candidates will be accepted into the school depending on the following criteria:

#### **Kindergarten 1**

Verbal interview and skills assessment will be conducted with the child & the parents by the Head/Coordinator to determine the eligibility of the child.

#### **Kindergarten 2**

A simple written test along with a verbal interview will be conducted with the child by the Head/Coordinator to determine the eligibility of the child.

The motor skills of the child will also be tested through a series of fun tasks that the candidate will go through like tracing, drawing, cutting, building blocks, etc...

#### **Grade 1**

A simple paper- based test that includes basic concepts of English, Arabic and Mathematics will be conducted with the Head/Coordinator, after that applicant will participate in a verbal interview to test conversation and communication skills.

#### **Grades 2 to Grade 12**

Candidates will sit for a CAT4 test followed by an interview for all, each according to the respective grade s/he is applying to. For high school learners, Academic Credits revision is conducted by the Career Counselor who looks at the credits the candidate earned in his previous schooling years starting Grade 9. This is achieved by reviewing report cards and transcripts submitted by the candidate. Earned credits are checked and equated to ensure that the candidate will be able to satisfy the minimum number of credits required for graduation from

Grade 12 (a minimum of 22 credits divided into the high school years and distributed over different subjects: check out the Program of Studies sheet).

High school learners (Grades 9 and above) will also sit for a verbal interview with the Head &/or Career Counselor to assess character and abilities before being granted admission.

For the Students of Determination, the Head of Inclusion Department will conduct the observations and evaluations, written recommendations will be shared with the parents. Priority is given to the sibling/s of the SEND provided they pass the prerequisite procedures.

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