



## **Purpose:**

Our school is committed to implementing fair, transparent, and consistent student administrative practices in alignment with ADEK requirements. This policy ensures equitable admissions and grade placement decisions, smooth student transfers with minimal repetition, and strict adherence to attendance and punctuality expectations. It also defines the limited circumstances in which promotion or acceleration may not be granted and ensures that students receive appropriate transition support at key stages of their educational journey.

## **1. Admissions**

### **1.1. Admission Policy**

Our school is dedicated to fair, transparent, and inclusive admissions practices, in line with ADEK's Student Administrative Affairs Policy. This section sets out the school's responsibilities regarding admissions, registration, and enrollment procedures.

#### *➤ Non-Discrimination*

Admissions decisions are made equitably and transparently. The school does not discriminate on the basis of race, gender, religion or beliefs, language, special educational needs, academic abilities, or medical conditions.

#### *➤ Open Campus Visits*

Prospective parents may visit the school after class hours, subject to prior approval, to support informed decision-making.

#### *➤ Admissions Procedures*

The school communicates clear procedures and timelines for applications, offers, application links, and enrollment procedures. These are made available to prospective parents via the school website. Registered applicants are subsequently communicated through their registered email addresses.

#### *➤ Required Documentation*

Parents are required to provide relevant documents for admission, including:

- a) Registration form, birth certificate, copies of passport(child and both parents), copies Emirates ID (child and both parents), and UAE residency evidence.
- b) Immunisation records from birth and signed consent forms as per DoH and ADEK requirements.
- c) Transfer Certificate and Student's previous year Performance Report (for Grade 2/Year 3 and above).
- d) Clinical assessment reports from a qualified professional, if applicable for students with additional learning needs.



- e) Document of medical history records, if the student has any pre-existing medical conditions.

**Provision for Exceptions:** Non-UAE transfer students may temporarily enroll without an Emirates ID, provided an undertaking is signed to submit it by the end of the term.

➤ *Inclusive Admissions Practices*

- a) Parents must disclose any known additional learning needs and provide supporting documentation.
- b) The school does not refuse admission based on additional learning needs.
- c) In rare cases where the school cannot meet a child's needs, an "Inability to Accommodate" notification is submitted to ADEK and communicated to parents.

## 1.2 Admissions Assessments

- The school conducts interviews for KG1 applicants and placement tests for students from KG2 to Grade 12 to determine grade placement and identify any additional learning support needs.
- Formal assessments for grade placement are conducted for students changing curriculum in Grade 9 to Grade 12, or students who have not attended school for more than two years.

## 1.3 Waiting List

When the school is oversubscribed, a transparent waiting list is maintained with clear prioritization criteria, a defined maximum number of students, and a validity period that is refreshed at least every term.

## 1.4 Acceptance and Withdrawals

Acceptance letters are issued upon approval by the school admissions committee and may only be cancelled if parents fail to complete enrollment procedures within the stipulated timeline or if the admission was obtained fraudulently.

## 1.5 Registration and Record Maintenance

- All students are registered on the ADEK Enterprise Student Information System (eSIS).
- Student profiles are kept up to date, including Emirates ID, medical, and academic records.
- All documentation is maintained securely in line with the ADEK School Records Policy.

## 1.6 Enrollment and Re-Enrollment

- All newly enrolled students are registered on time before ADEK's enrollment cut-off date, subject to space and documentation.
- Re-enrollment is automatic for existing students, subject to fee payment and fulfillment of ADEK requirements, unless parents choose to withdraw.
- Re-enrollment procedures and timelines are clearly communicated with parents.



### 1.7 Grade Placement for New Students

Our school places all newly enrolled students in the grade or year level appropriate to their age, in alignment with the approved age cut-offs outlined below. Any exception to this standard placement will only be made with prior authorization from the regulatory authorities.

Grade	Minimum Age
KG 1	4 years by March 31 <sup>st</sup> ,2025
KG 2	5 years by March 31 <sup>st</sup> ,2025
Grade 1	6 years by March 31 <sup>st</sup> ,2025

- When a student transfers from another school, placement will be determined based on the last grade or year level successfully completed, as indicated on the student's official Transfer Certificate.
- Students who have been out of formal schooling for more than two consecutive years will not be placed more than two grade/year levels below the one appropriate for their age.
- For students identified with additional learning needs, placement decisions will consider their **Documented Learning Plans (DLPs)** to ensure suitable support and continuity of learning, in line with our school's inclusion policy.

### 1.8 Transition for New and Transfer Students

Our school is committed to ensuring a smooth and supportive transition for all new and transfer students. We work closely with families, teachers, and support staff to provide orientation, academic guidance, and emotional support, helping students adjust successfully to their new environment.

#### ➤ *Transfer of Student Records*

When a student transfers to another school, we ensure that all relevant records are transferred promptly and securely, in line with student data and records regulations.

For students transferring within the Emirate of Abu Dhabi, we also update the student's details on both **ADEK's eSIS system** and the school's internal information system to ensure accurate records management.

#### ➤ *Transfers between Different Curricula*

If a student transfers to a school that follows a different curriculum, our school will communicate in writing with the parents to explain any potential academic differences or challenges that may arise from the change. This includes clarifying how the transfer may affect the student's eligibility for equivalency with the **UAE General Secondary Education Certificate (Al Thanawiya)**.



## 2. Attendance

### 2.1 Attendance Requirements

- The school monitors attendance and punctuality daily and communicates expectations to parents.
- Unreported absences are followed up within 2 hours of register closure.
- Students with absences exceeding 5% (Cycles 1–3) or 10% (KG) are flagged for review, and parents are informed accordingly.
- Students with additional learning needs are expected to follow attendance rules, with allowances for medical or therapeutic leave.
- Attendance compliance includes recording attendance, managing absences, recognizing good attendance, reporting to ADEK, and communicating with parents and staff.

**2.2 Authorized Absences** Authorized absences include illness, medical appointments, family emergencies, approved school activities, religious observances, board/pre-collegiate exams, and government-mandated closures.

- Work missed during authorized absences must be completed.

### 2.3 Absence Due to Illness

- **Parents must submit a daily sick note for absences of up to 3 consecutive days; otherwise, the absence will be marked as unauthorized.**
- **From the fourth consecutive day (including weekends), a sick leave certificate from a DOH-licensed physician must be submitted within 24 hours, or the absence will be unauthorized.**
- **A maximum of 12 school days per year may be excused for medical reasons without a DOH certificate. Absences exceeding 12 days will only be approved for hospitalization cases; parents must submit a discharge summary along with a sick leave certificate from a DOH-licensed physician.**

### 2.4 Punctuality

- Excused for exceptional circumstances.
- Lateness is recorded, monitored, and addressed.
- Parents will be notified in the event of a late arrival.

### 2.5 Educational Risk

- Students with low attendance may be identified as at educational risk.
- Intervention plans are implemented in collaboration with parents.



### 3. Promotion

We are committed to supporting every student's learning journey and ensuring fair and transparent promotion practices in line with ADEK regulations.

#### 3.1. Promotion Requirements

- Students will be promoted to the next grade/year with their peers if they meet the required learning outcomes.
- Age requirements for grade placement are followed as per ADEK's approved guidelines.

#### 3.2. Exceptions to Mandatory Promotion

- Retention is considered **only for Cycle 2 or Cycle 3 students** who do not meet the curriculum promotion requirements after interventions under the ADEK School Educational Risk Policy.
- Students meeting curriculum requirements but not achieving all DLP objectives will be promoted, with their DLP adjusted accordingly.
- Retention limits:
  - No student will be retained more than **2 consecutive years** in the same grade.
  - No student will be retained in **more than two different grades** during their school education.
- **Voluntary grade repetition** may be approved upon parental request if it is in the best interest of the student.
- ADEK approval is required before any student is retained.
- For students with additional learning needs, retention requests will be considered on a case-by-case basis in collaboration with parents and approval by ADEK.

#### 3.3. Supporting Students at Educational Risk

- Students identified as at risk of not being promoted will receive support in line with ADEK's Educational Risk Policy.
- Parents will be notified and involved in planning targeted support and intervention measures to help their child succeed.

### 4. Transition Support

The school strives to offer comprehensive support to students throughout significant stages of their education, facilitating smooth transitions at critical points in their journey.



#### 4.1. Admissions

The school shall support all new students by:

- Assisting those joining school for the first time or coming from early education settings.
- Supporting students transferring from specialized programs or other educational provisions.
- Peer mentoring is promoted through a buddy system, fostering guidance, support, and positive learning relationships among students.
- Providing targeted support for students with additional learning needs, in line with ADEK's inclusion Policy.

#### 4.2. Promotions

To ensure smooth movement between grades and cycles, the school shall:

- Provide targeted DLPs for students who are not promoted or who have accelerated.
- Implement transition programs to prepare students for the next cycle/key stage and support them during their first year in the new cycle.

#### 4.3. Graduation and Leaving School

The school shall assist students transitioning beyond school by:

- Offering guidance for students moving to higher education, TVET, specialized programs, or other pathways, in alignment with ADEK's Career and University Guidance and Inclusion Policies.
- The school stays connected with alumni by inviting them to events, sharing their success stories, and fostering a lasting sense of community beyond graduation.

#### POLICY REVIEW

This policy will be reviewed annually and is subject to changes as per the school and ADEK guidelines. The updated policy will be submitted for approval in line with the standard process.

Saji Oommen  
Principal

*Date of Next Review :15/03/2027*