



## ADMISSION & REGISTRATION/RE-REGISTRATION POLICY

|                            |                            |
|----------------------------|----------------------------|
| Introduced : December 2015 | Next Review : October 2024 |
| Revised : October 2023     | Implemented by : Principal |

### DEFINITION

Admission covers the requirements of the procedures for admitting students to school.

Registration is the process where we offer students a place in school and then enter their names on the admissions roll.

Re-registration of student is associated to secure the seat for the next academic year. This will express the intend to remain registered under our school system.

Placement of students refers to the normal expectation that students be placed with their peer group in terms of age.

### PURPOSE(S)

This policy is to assure that we operate fairly and appropriately in our decisions about admission, registration, re-registration and placement of students.

- To emphasize the principle, that it is usually right for students to be educated with others of the same age group.
- To reinforce the councils requirement in relation to the age and level for appropriate placement of students.
- Re-registration will help to accommodate the aspiring students for enrolment according to the availability of seats.

### POLICY

- Online applications are accepted from September of the previous year. The registrations can be done through the school's website.
- The admission process starts in the month of December/January for the next Academic Year. Admissions will be granted depending upon available vacancies.



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## Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121

Tel.: 0097125527527

School code : 90201 | Affiliation number : 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبة ٩, مصرف, أبوظبي, ص ب : ٥١٢١

هاتف: ٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم التسجيل: ٦٦٣٠٠٥١

- Admissions are open from Pre-Kg to Grade 12 for the next Academic Year as per the number of seats available.
- The School allows prospective parents/guardians and their children to visit the school, prior to registration so that they may familiarize themselves with it.
- The School has adopted an approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.
- The School admits students with mild to moderate special education needs and offer additional appropriate learning support as required or needed.
- The School does not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity), it offers appropriate support as per the student's needs.
- The School admits students into their kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of test.
- The School conducts an interview with a student during the mandatory education stage (grade 1 upwards) and the student take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.
- The School has a maximum of twenty-five students for each class of Pre-Kg to Kindergarten with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 2.16m squared for schools operating after 2010.
- The School has a maximum of thirty student for each class of Grades 1 to 12 (Year 13), with a space of no less than 1.5m squared per student for schools operating before 2010, and space of 1.67m squared for schools operating after 2010.
- The School applies admission priorities if there are more requests for places than available places as follows:
  - Students who attended the School in the previous year or period.
  - Students with siblings already in the school.
  - Children of staff in the school.
  - Students who live near the school.
- The School registers all students on the Council's eSIS system in accordance with the dates determined by the ADEK each year.
- The School registers students at any time of the year after receiving approval from ADEK. In case the specified registration time is expired then admission is granted subject to space availability and ADEK approval.
- The School maintains and update records of official documents, school records from previous years. We also include individual education plans with relative assessment for all students to include students with special education needs, gifted and talented students.



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رقم قطعة: ١٩, شعبة ٩, مصرف, أبوظبي, ص ب : ٥١٢١  
هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتماء: ٦٦٣٠٠٥١

- It is permissible for students to transfer to other schools between the Emirates after receiving ADEK's approval in case the time permitted for transfers ended.
- Students are allowed to join school only after getting approval from ADEK as per ADEK regulations.

### ADMISSION INFORMATION, DOCUMENTS AND RECORDS

- If a student is transferring from one school to another in a different Emirate, a transfer certificate to the other Emirate is needed. If no transfer certificate exists, a report card or equivalent document from the previous School shall be sufficient for the purpose of the new School.
- The School ensures that all newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from Schools aboard) submit their vaccination cards and medical records as an integral part of the admission and registration procedure for such students:
  - Students that have been admitted to Pre-KG to Grade 1 must submit a vaccination card that fulfils the "Childhood Immunization Schedule" of the current HAAD immunization Schedule. Students will not be refused admission on the grounds of not furnishing the vaccination card.
  - Students that have been admitted to Grades 2 to 12 (Year 13) must submit a vaccination card that fulfils the "Childhood Immunization Schedule" and the "School Immunization Schedule According to Grade" of the current HAAD Immunization Schedule.
  - The School nurse must create new medical records for students registered in Pre-Kg to Grade 1.
- The School keeps records of all student admission files including required information and documents.



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كود المدرسة : ٩٠٢٠١ | رقم الالتساب: ٦٦٣٠٠٥١

### • ELIGIBLE AGE AND CRITERIA FOR ADMISSION

| Grade         | Age and Criteria for admission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-KG        | Student must be 3 years old on or before 31 <sup>st</sup> March of the year of admission.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| KG1           | Student must be 4 years old on or before 31 <sup>st</sup> March of the year of admission.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| KG2           | Student must be 5 years old on or before 31 <sup>st</sup> March of the year of admission.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Grade 1       | Student must be 6 years old on or before 31 <sup>st</sup> March of the year of admission.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Grade 2 to 8  | <b>Student should have the following documents :-</b> <ul style="list-style-type: none"><li>➤ Original Mark sheet of the previous grade showing that the student has been promoted to the next higher grade.</li><li>➤ Original attested Transfer Certificate.</li><li>➤ Original Emirates ID card.</li><li>➤ A copy of attested birth certificate.</li></ul>                                                                                                                                                                                           |
| Grade 9 & 11  | <b>Student should have the following documents :-</b> <ul style="list-style-type: none"><li>➤ Original Mark sheet of the previous grade showing that the student has been promoted to the next higher grade.</li><li>➤ Original attested Transfer Certificate.</li><li>➤ Original attested Emirates ID card.</li><li>➤ A copy of attested birth certificate.</li><li>➤ A copy of admit card of grade 10(for Grade 11).</li><li>➤ A copy of registration form from the CBSE if the student gets enrolled in Term-2.</li></ul>                            |
| Grade 10 & 12 | <b>Student should have the following documents :-</b> <ul style="list-style-type: none"><li>➤ Original Mark sheet of the previous grade showing that the student has been promoted to the next higher grade.</li><li>➤ Original attested Transfer Certificate.</li><li>➤ Original attested Emirates ID card.</li><li>➤ A copy of attested birth certificate.</li><li>➤ A copy of CBSE Registration form of Grade 9(for Grade 10).</li><li>➤ A Copy of CBSE pre-registration form of Grade 11(for Grade 12).</li><li>➤ A copy of Aadhaar Card.</li></ul> |



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رقم قطعة: ١٩, شعبة ٩, مصرف أبوظبي, ص ب : ٥١٢١

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كود المدرسة : ٩٠٢٠١ | رقم التسجيل: ٦٦٣٠٠٥١

- The School accept online applications from Pre-Kg candidates and invite the parents for the interactive section. Selected candidates in this process are guided for the registration and admission procedure.
- During the admission process, the following documents are required:
  - Completed admission forms.
  - Original Emirates ID
  - Original Attested Transfer Certificate (Grade 2 and Above)
  - Copy of Emirates ID
  - Copy of Original Mark Sheet of the previous grade (for KG 2 to grade 11)
  - Copy of House Electricity Bill
  - Copy of student's Passport with Residence Visa
  - Copy of Parent's / Sponsor's Passport with Visa
  - Copy of Vaccination Record
  - Copy of Student's Attested Birth Certificate

### For grade 2 upwards

- Original Transfer Certificate/ School Leaving Certificate from the previous school in the case of other Emirate transfer Certificate duly attested by the educational authority. {Required before joining the school}
- For students coming from countries other than UAE, The Transfer Certificate must be:
  - Attested by the Consulate of that country
  - Attested by the Ministry of Education of that country
  - Attested by the Ministry of External Affairs of that country
  - Attested by the UAE Consulate / Embassy of UAE
- For students coming from Emirates other than Abu Dhabi, the Transfer Certificate should be attested by the Ministry of Education of that Emirate



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### RE-REGISTRATION

- Re-registration is mandatory for all the existing students from Pre-KG to Grade 11. This will confirm the availability of seat for your ward for the upcoming academic year.
- Confirming of Re-registration of your ward should be done by paying the Non-refundable fees of Aed 600/- can be paid in cash/card. The same will be adjusted in the 1<sup>st</sup> quarter of tuition fee.
- If the re-registration fee is not paid on or before 31<sup>st</sup> January of the current academic year then the school reserve the right to offer the seat to other deserving students.
- Failure to do re-registration within the time frame as given by the school, will be taken as a sign that the child will not be attending school or will be withdrawn from the following academic year, and their names can be removed from school portal.
- If the T.C Application for the current students is not applied on or before 31<sup>st</sup> January of the current academic year the school will charge 5% of yearly tuition fees before we release/transfer the students from this school.
- For more details regarding fees payable, refer to the school fee policy (Policy No-035).

|                    |              |
|--------------------|--------------|
| Principal Approval |              |
| Revised Date       | October 2023 |



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## ATTENDANCE POLICY

|                           |                            |
|---------------------------|----------------------------|
| Introduced: December 2015 | Next Review : October 2024 |
| Revised: October 2023     | Implemented by: Principal  |

### DEFINITION:

Attendance refer to the total number of school days attended by the student during the School year based in the School Calendar and the regularity and punctuality of attending each class and activity.

### PURPOSE (S):

- To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To provide a standard attendance and punctuality framework through a clear policy and effective communication with parents/guardians.

### POLICY:

The policy explains the use of the terminology “attendance” and “absence”.

- Attendance refer to the total number of School days attended by the student during the School year.
- Absence refer to the days when students fail to attend the School. Absence rates above 10% should be regarded as a cause for concern. Authorized absence are to be distinguished from unauthorized absence or truancy.
- Students are expected to attend School on every School day as specified in School calendar.
- Students to arrive at school punctually every day, attend morning assembly and attend classes on time.
- Teachers shall maintain a record of student attendance for every lesson.
- Parent/guardian will make effort to ensure that their children attend school every School day and arrives on time.



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رقم قطعة: ١٩, شعبية ٩, مصنع, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانساب: ٦٦٣٠٠٥١

- If student needs to be absent from School for a particular day, parent/guardian must inform the School accordingly before 7:30 a.m. through mail communication.
- When a student return to School following an absence, parent/guardian must send a sign note to the School indicating the reason for students absence.
- Students are responsible for completing all assignment missed during their absence.
- Parent /guardian to ensure that their family vacation take place during scheduled School holidays.
- A parent to notify through SMS if the student does not report on or before 8.45 am.
- Any Leave applied for should be approved by the Principal. If unapproved due to any reason it should be considered as unauthorized absence which could result in lack of minimum attendance as per the Council requirement.
- If your ward is not attending the school for continuous 2 weeks, then his/her name may be removed from the school system.

### Procedures:

- Attendance is marked by the class teacher during the home room period.
- If pupil do not report to School more than 2 days class teachers make calls to the parents.
- If the leave is based on medical ground a duly attested medical certificate should be attached with the leave letter.
- At the end of the month the teacher tabulates to get attendance for that month and at the end of academic year total attendance and average attendance is calculated.
- If for any reason a teacher/supervisor feels that a pupil is missing school for frivolous reason a detailed enquiry is carried out in which the Principal will be involved.
- Policy on absenteeism is shared with the parent through the School portal.
- Students with exemplary attendance are suitably rewarded.
- Procedures are set for dealing with poor attendance and tardiness.
- Students are considered to be truant if they are absent from school without the knowledge/consent of their parent/guardian, or if parents/guardians have colluded with the student so that they are absent without authorization.
- The School immediately informs the student's parent/guardian of the incidents of truancy and holds discussions with them and the student and closely monitor the student's attendance.



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هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانساب: ٦٦٣٠٠٥١

- No student will be allowed to be picked early from school during regular school working hours. No request for early pick up or late arrival will be entertained. Students to report to school on or before 7:45 a.m.
- If an absence is authorized, the student has the right to make up the work and class tests that were missed. If an absence is unauthorized, the School agrees with the parents/guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- School administration excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).
- The School can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the Schools has already sent three warning letters, such that a warning is sent every three days. Additionally, the expulsion order must be issued by School Principal and approved by ADEK, and the guardian is informed.
- Parents/guardians who plan to have their children miss several days of school are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that is missed during the absence.

|                    |              |
|--------------------|--------------|
| Principal Approval |              |
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هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

## FEE COLLECTION POLICY

|                           |                            |
|---------------------------|----------------------------|
| Introduced: December 2015 | Next Review : October 2024 |
| Revised: October 2023     | Implemented by: Principal  |

### DEFINITION:

For the purpose of this policy, **The School** refers to Dunes International School.

School fees is referred to tuition fees as well as other fees which a school charges from parents/guardians. Tuition Fees is that sum of money that is directly associated with educating a student. Other fees include books, uniforms and transportation fees.

Fees associated are optional, extra-curricular activities which incur separate charges should not be included as a part of tuition Fees - as school may collect these charges, subject to parents/guardians willingness.

### PURPOSE(S):

- To ensure tuition fees mirror the quality of education and that school fees are approved by the ADEK.
- To enable the parents/guardians to pay the required school fees in a timely and convenient manner.

### POLICY:

#### Registration or Re-registration Fees:

- The School collects 5 % of the tuition fees as registration which confirm seat for the student from Pre-KG to Grade 12 for the academic year. This is charged at least four months prior to the start of the academic year. The same amount is adjusted in the first quarter of the fees payable to the school.
- Re-registration amount will be collected on or before 31<sup>st</sup> January 2024 ahead of the commencement of the school year, the same is adjusted from the first installment of the tuition fee. Failing to do so, the seat may be offered to other deserving candidate.



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رقم قطعة: ١٩, شعبة ٩, مصرف, أبوظبي, ص ب : ٥١٢١

هاتف: ٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتماء : ٦٦٣٠٠٥١

- The School has approval for school fees to be changed to be shared with parents through the circular and school portal well in advance. The School does not charge any kind of fees from the parents which are not approved by ADEK.
- The School charges registration fees only when the student is enrolled, not when applying for new admission.
- The School retain the registration or re-registration fees collected from the student, if the student attends any part of week in any one of the term or fails to show up at all without the parent/guardian notifying the school in writing sufficiently in advance before the beginning of a term.
- The School reimburse to the parent/guardian the full registration or re-registration fees if the School fails to enroll the student as a result of not having sufficient capacity.
- The School refrain from charging any guarantee money or deposit money or application fees or first time enrollment fees from parents/guardians as means to register students or as payment of any of the remaining fees balance even if such were refundable.

### Tuition Fees and other Fees: (Collection / Refund)

- The School allows tuition fees to be paid in yearly basis, 2 instalments, 4 instalments or 8 instalments in each Academic year. For more details refer School fee policy.
- The School retain a certain amount of the tuition fees in any of the following cases:
  - If a student attends any part of week one of the term or fails to show up at all without the parent/guardian notifying the school in writing sufficiently in advance before the beginning of a term. In such a case, we may retain the value of the registration or re-registration fees.
  - If a student attends from one week and up to three weeks in a term, we may retain the value of one full month of tuition fees.
  - If a student attends over three weeks and up to six weeks in a term, we may retain the value of two full months of tuition fees.
  - If a student attends over six weeks in a term, we may retain the full-term fee.
  - The value of one-month tuition is calculated by dividing the total tuition fees for the school year by 10 months.
  - Official holidays and absenteeism from the classes will be considered as a part of the week.
  - Textbooks and uniform fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.



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رقم قطعة: ١٩, شعبة ٩, مصنع, أبوظبي, ص ب : ٥١٢١

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كود المدرسة : ٩٠٢٠١ | رقم الالتساب: ٦٦٣٠٠٥١

- Transport fees is refunded in the same manner as tuition fees. School administration notify the parent/guardian in writing of these conditions upon registration or re - registration through a written agreement between the parent/guardian and the School.

### Nonpayment of School Fees:

- The School does not dismiss students due to a delay in payment of school fees.
- The School shall suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's parent/guardian.
- The School shall withhold the students' examination Reports Card, Transfer Certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.
- The School does not prevent students from sitting for any end-of term or end of year examinations or any examinations assigned during the term as a consequence for non-payment issues.
- The School shall not ban any student from using school transport going or coming back from school in case that the student's parent/ guardian did not pay school tuition fees on time.

|                    |              |
|--------------------|--------------|
| Principal Approval |              |
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## PARENT INVOLVEMENT POLICY

|                           |                            |
|---------------------------|----------------------------|
| Introduced: December 2015 | Next Review : October 2024 |
| Revised: October 2023     | Implemented by: Principal  |

### DEFINITION:

**The School** refers to Dunes International School.

This policy covers the role of parent/guardian to actively engage and be committed members through their participation to enhance the child welfare and progress and becoming committed members of the School; community through their own participation.

### PURPOSE:

To encourage the School to communicate effectively with parents/guardians by offering a range of opportunity to contribute and participate in school life and to achieve School vision and mission through active positive interaction of parent.

### POLICY:

The School has a well-articulated policy on parent/guardian engagement in the educational process and provide them with a handbook that includes information about the School programs and policies relevant to students and their parents/guardians. School encourages the involvement of parents / guardians in school affairs and determine the areas and role they can play.

### School's Role:

The School Principal and staff recognize the importance of parent's involvement in the overall educational development of the student and the School has made a communication framework keeping the following in mind:

- The frequency and content of communication that parents/guardians can expect from the School.





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## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعبة ٩، مصرف أبوظبي، ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانساب: ٦٦٣٠٠٥١

- School communicates with parents/guardians regularly and frequently, via a variety of methods including School newsletters, telephonic calls, SMS, e-mails, School portal and in person meetings.
- School encourages teachers to contact parents/ guardians when necessary to communicate with parents/guardians about their children's academic performance or behavioral issues that arise in the classroom or other areas relevant to the School and its activities. School also informs parents/guardians of how frequently to expect this communication as well as the structure by which students are being evaluated.
- School holds one formal meeting each post assessment at a minimum, and endeavors to actively promote parent/guardian attendance.
- Opportunities are given for parents/guardians to visit the School and meet with Principal, Vice Principal, Head of Primary, supervisor, counsellor and teachers that are involved in their children's education. After fixing up an appointment in no case the teachers are disturbed.
- Opportunities are given to parents/guardians to participate in the School community and activities through organizations such as the parent teacher association.
- School keeps a record of all the communication with and involvement of parents/guardians.

### Role of Parents/Guardian:

School encourages parents/ guardians to be actively involved in some specific areas, including:

- Encouraged to participate in their children's education in accordance with school policies. Parents/guardians are informed about the progress of their children through periodic parents/guardians meetings and through regular meetings with the Principal, Vice Principal, Head of Primary, supervisor, counsellor and teachers.
- Encouraged to participate in other school activities organized by the school such as cultural, social or art events, volunteering for school events (Conducting life skill classes for students) and participating in parent Councils.
- Playing an active role in their child's education in accordance with the School policy on parental/guardian engagement including: ensuring the punctuality of the attendance of the children at school every day , their completion of homework assignments and staying informed of their progress.



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رقم قطعة: ١٩، شعبة ٩، مصفح، أبوظبي، ص ب : ٥١٢١

هاتف: ٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانسحاب: ٦٦٣٠٠٥١

### Rights of Parents/Guardian:

All parents have the right to become familiar with school's day to day life and goals. School ensure that parents' rights are addressed including, not limited to:

- Receiving regular reports on students' progress.
- Ensure that children complete their homework assignments.
- Frequently ask children about their school day.
- Keep updated with changes at the school.
- Being informed about all school policies and procedures that have an impact on parents/guardians and their children such as the student code of conduct, attendance policy and tuition Fees.

### Rules and Responsibilities:

- **School:**  
The School Principal and staff positively recognize the important role parent/guardian play in the student's educational development.
- **Parent:**  
Parents/guardian are actively involved in their children's education.
- **School owner:**  
Monitors school policies and procedures relating to parent/guardian engagement in the educational process.  
Ensures that the school policies and procedures for promoting effective parental/guardian engagement are fully compliant with the council's expectations and requirements as prescribed in this policy and related regulations.
- **Principal:**  
Develops, implements and regularly reviews the school policies and procedures for promoting effective engagement of parent/guardian, and ensures compliance with the council's expectations and requirements in relation to effective parental/ guardian engagement.

|                    |              |
|--------------------|--------------|
| Principal Approval |              |
| Revised Date       | October 2023 |



## PROMOTION AND RETENTION POLICY

|                           |                            |
|---------------------------|----------------------------|
| Introduced: December 2015 | Next Review : October 2024 |
| Revised: October 2023     | Implemented by: Principal  |

### DEFINITION:

**The School** refers to Dunes International School. Promotion is understood as moving the individual student sequentially from the current grade to the next grade, after fulfilling promotion requirements.

Retention is where students are held back in their current grade rather than moving up with the rest of their peers due to their failure in meeting requirement of promotion to the following grade and after following the guideline included in the policy.

### PURPOSE:

The purpose of the policy is to ensure that each student is in appropriate grade as per his/her age and academic attainment.

### POLICY:

#### Promotion and retention:

To ensure that each student is an appropriate cohort group as per their age predetermined by council. The minimum age required for Pre-KG is 03 years as on or 31<sup>st</sup> March before the start of each academic year, thereafter and subsequently the student move upwards from one grade to the other.

It is typically right for students to be promoted with others of the same age sequentially from year to year. It is the School's responsibility to ensure that students remain on track.

#### KINDERGARTEN AND GRADE 1 to 5 (Cycle 1):

A student who is regularly attending school with at least 75% attendance in each term and satisfactory performance in all subjects is promoted to the next grade. Long leave, if any, can be granted only with prior approval from the Principal.

## Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121

Tel.: 0097125527527

School code : 90201 | Affiliation number : 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبة ٩, مصرف, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود للمدرسة : ٩٠٢٠١ | رقم الانسحاب: ٦٦٣٠٠٥١

All students in KG and Cycle 1 are promoted to the next grade, **except in rare circumstances** the decision is to retain a student in the same grade, is taken after considering the guidelines included in this policy.

- A student is retained if-
  - The student has less than 75% attendance per term and does not have an approval from the Principal.
  - A parents request for the retention of their ward.
  - Age requirement not matching grade level.

| Grade   | Age and Criteria for admission                                                            |
|---------|-------------------------------------------------------------------------------------------|
| Pre-KG  | Student must be 3 years old on or before 31 <sup>st</sup> March of the year of admission. |
| KG1     | Student must be 4 years old on or before 31 <sup>st</sup> March of the year of admission. |
| KG2     | Student must be 5 years old on or before 31 <sup>st</sup> March of the year of admission. |
| Grade 1 | Student must be 6 years old on or before 31 <sup>st</sup> March of the year of admission  |

- The student of Grades 1 to 5 should get a minimum of 50% of marks in Ministry Subjects like Islamic Studies, Arabic and Moral Social and Cultural Studies.

### GRADE 6 UPWARDS (Cycle 2 and 3):

All students are promoted to the next grade except when they do not meet the promotion requirements as per the CBSE curriculum mentioned below. A student cannot be retained in a certain grade more than two consecutive times as a maximum, and no more than two different grades during the entirety of his School education. The School will provide such students with the necessary learning support.

- The student of grades 6 to 8 should get a minimum of 50% of marks in Ministry Subjects like Islamic Studies, Arabic and Moral Social and Cultural Studies.



# Dunes International School

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## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبة ٩, مصفح, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الالتحاق: ٦٦٣٠٠٥١

- For Grade 9 to 12:-
  - Moral Social and Cultural Studies-60%( only for grade 9)
  - Islamic Studies-60%
  - Arabic -60%
- A student who is regularly attending School with at least 75% attendance will be eligible to move to the next higher grade if he/she gets a minimum of 33% marks (Grade higher than "E" ) in all other subjects of assessment unless he/she is exempted. Long leave if any can be granted only with prior approval from the Principal.
- CBSE has remodeled Assessment structure from the Academic year 2017-2018. The academic year is divided into two terms. Each term has internal assessment of 20 marks and term end test of 80 marks. The average of the 1<sup>st</sup> and 2<sup>nd</sup> term is considered as the final mark for determining the promotion/retention of the student.
- Students has to secure 33% marks for the promotion to the next grade.
- Internal Assessment marks comprises of: Periodic Test, Notebook submission and Subject Enrichment activity, projects and practical portfolio (for grade 9 and 10).
- In case the student does not meet the above mentioned criteria, he/she can still be promoted if
  - The student gets a minimum of 30% marks in 3 subjects other than the Ministry subjects.
  - The student gets a minimum of 25% marks in 2 subjects other than the Ministry subjects.
  - The student gets a minimum of 20% marks in 1 subject other than the Ministry subjects
  - There is also a provision for retest if the student does not meet any of the above mentioned criteria.
- Grade 10 and 12 has board exam at the end of the Academic Year.
- For Grade 10 and 12, promotion to the next grade is based on the results declared by the CBSE Board.

A student may be retained if-

- The student has less than 75% attendance and does not have an approval from the Principal.
- A student does not meet the promotion requirements as per the CBSE curriculum mentioned above.
- A parent request for the retention of their ward.



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## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعبة ٩، مصرف أبوظبي، ص ب : ٥١٢١

هاتف: ٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانسحاب: ٦٦٣٠٠٥١

### STUDENTS WITH SPECIAL EDUCATION NEEDS:

No students with special needs is retained or failed in a grade/year level. If a student with special needs is not making the expected progress, this would suggest that goals and objectives set forth in their personal Individual Education Plan need to be adjusted.

### Guidelines and Considerations:

- School explore all potential alternatives to retention.
- If a student is failing to make the expected progress, the school immediately notify the parent/guardian.
- The school proposes particular ways of helping the student through its interventions, which include modifications/improvements to the teaching program, to support the student in making the desired progress. School hold a meeting to discuss measure to provide the student with additional learning support.
- The School report back to the parent/guardian concerning the impact of such interventions on a regular basis.
- The school hold a meeting to discuss measure to be taken to provide the student with additional learning support. Necessary learning support is provided to low achievers.
- When a School considers retaining a student, the decision is made by not by any individual person, but rather by a School sub-committee (Academic Review Committee (educational) which is headed by the Principal. The Principal consults with the members of the Academic Review Committee (educational) concerning the retention of the student or their promotion to the next grade, and the final decision is based on the collective decision of the following:
- All teachers who have taught or worked with the student during the current academic year.
- The School counsellor, social Worker and heads of the teaching Faculties.
- The School's Special Educational Needs Coordinator, the parent/guardian.



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## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعبة ٩، مصرف، أبوظبي، ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانسحاب: ٦٦٣٠٠٥١

The Academic Review Committee (educational) considers a number of factors which may improve the student's education levels, paying particular attention to the following considerations especially when a final decision is being taken:

- The social and developmental impact on the student that would result if he or she were separated from their peers.
- School reports showing progress or lack of progress over two or more years.
- The School's curriculum as approved by the ADEK.
- The differentiated learning experience and support for students who have in the past been retained.
- Whether or not the student has already been previously retained.
- Whether a student has been assessed for special education needs, and whether the student is in need of an Individual Education Plan which can better serve his/her individual learning needs

The final decision will be taken by Academic Review Committee (education) headed by the Principal as per the guidelines provided by ADEK.

|                    |              |
|--------------------|--------------|
| Principal Approval |              |
| Revised Date       | October 2023 |



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## STUDENT CODE OF CONDUCT POLICY

|                           |                            |
|---------------------------|----------------------------|
| Introduced: December 2015 | Next Review : October 2024 |
| Revised: October 2023     | Implemented by: Principal  |

### DEFINITION:

Student's behavior refers to student's responses to a number of daily life situations and activities such as the appropriateness or in-appropriateness of their words, mannerism, attitudes and actions towards self and others.

### PURPOSE(S):

- To promote positive student behavior in school.
- To make it clear to all students and their parent/guardian the school's expectations of student's behavior and how the school will deal with any misconduct.

### POLICY:

This policy includes the details of school's procedure for promoting positive behavior and it is shared with all the stakeholders through the school portal.

### Reinforcing positive student behavior:

School has adopted strategies and framework that recognize, reward, and reinforce positive behavior and not rely only on set of rules and punishments for dealing with student misconduct.

- Heritage and culture:**

UAE's culture and tradition among students are to be encouraged to adopt UAE's values and principles in their behavior.

- Positive School Environment:**

A welcoming, caring, safe, enriching environment is created which is respectful and promotes self-discipline among students.



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## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعبة ٩، مصرف، أبوظبي، ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتماء: ٦٦٣٠٠٥١

- Positive and caring relationship between students and staff is emphasized.
  - Innovative instructional practices promoting student engagement and skill development with emphasis on 'student centered learning'.
  - Promotion of "Growth" mindset by modeling and practicing perseverance, adaptability of the mind to find creative solutions to the problem, hard work, role modeling and praising effort. The focus is on improving our natural skills through grit and practice and giving the student hope that if s/he does not first succeed, try, and try, again. This "growth" mentality provides a sense of ownership in the learning process, clarity in goals, self-worth and self-discipline. Quality and effective teaching practices are promoted.
  - Instill self-worth by promoting self-awareness, self-management, social awareness, communication and decision making.
  - Promote right values, sense of ethics and integrity among students via workshops, seminars, lectures, dramas and various other activities.
  - Promote social skills by emphasis on teamwork and collaboration.
  - Closer working relationship between the demands of the industry and skills developed in school, matching with the individual needs of the students giving each student self-direction and self-confidence.
  - Anti-bullying, conflict resolution via Guidance and Counselling services and academic support.
  - Continuous and periodic reinforcement of Class rules and consequences of breaking rules to the students.
- **Partnerships with Parents/Guardians and the local community:**  
Active involvement of parents/guardians and strong community partnerships. A communication with parent is maintained throughout to apprise them of child's conduct in school. Emails, banners, websites, texts and phone call are used to communicate with parents.

### Student Code of Conduct:

All students must follow rules while participating and attending the School, field trips and extra-curricular activities.

All students will comply with the following main rules:

- Comply with all school rules and instructions as communicated from time to time.
- Behave responsibly and not endanger the safety and welfare of others or self.



# Dunes International School

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## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبة ٩, مصنع, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانساب: ٦٦٣٠٠٥١

- Care for the facilities and property of the school and of others.
- Arrive at school and lessons on time and justify any lateness and absences.
- Participate in promoting a positive school community image.
- Demonstrate a positive attitude and apply the very best effort toward learning.
- Behave responsibly so as not to disrupt the classroom or the learning of others.
- Commit to the heritage and culture of the UAE.
- Show respect to all members of the School community, and parents/guardians and other members of the local community.

### Managing Students' Misconduct:

- By using role models from students' families, teachers and all other staff, through maintaining an effective and consistent system for shaping and managing student behavior appropriately based on age and gender.
- Positive recognition and rewards - verbal and written recognition are given to motivate positive behavior.
- Self-discipline is encouraged among students.
- School staff are assigned on duties to monitor break time and safe dispersal.
- Apply appropriate guidance and counselling, disciplinary actions to encourage students to understand as to why their behavior is unacceptable and how to behave better in the future.
- In case of any incidence of misconduct, the School shall take into consideration the students' individual circumstances and personalities, including the social, emotional, and psychological factors that may underlie the student's behavior.
- Managing students' misconduct must be consistent with the following:

### Disciplinary Actions:

The school in determining the appropriate progression of discipline will categorize students' misconduct into three levels, as per the ADEC guidelines:

**Level One** - Any behavior that results in disruption of the teaching and learning environment, which may include, for example: -

- Tardiness (lateness/unpunctuality).
- Unexplained absences.
- Not bringing the necessary books and equipment to class.





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Tel.: 0097125527527

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## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعبة ٩، مصرف، أبوظبي، ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الالتساب: ٦٦٣٠٠٥١

- Incorrect School uniform (including sports uniforms).
- Disruptive behavior in classrooms and in School.
- Breaking School rules including in classrooms, hallways, playgrounds and buses.
- Defying orders from School management and staff.
- Mocking others.
- Disruptive behavior on School buses (e.g. vandalizing bus seats).

**Level Two** Any behavior that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example:

- Skipping classes or school.
- Sneaking into school after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft. - Vandalizing school property or the property of others.
- Carrying or using cell phones during school time without the School administration's permission. Possessing or viewing pornographic or other inappropriate material.
- Cheating in exams or assignments.
- Providing false documents (e.g. forging parents'/guardians' signatures).
- Misuse or abuse of the School's IT systems.

**Level Three** - Any behavior that results in physical danger to others, or which violates applicable laws in the UAE, which may include, for example:

- Assaulting Teaching Faculty members, staff or members of the local community.
- Distributing (or participating in the distribution of) pornographic material.
- Willful damage to, or destruction of, School and personal property.
- Possessing or selling weapons or explosives.
- Using or promoting illegal drugs or substances in violation of public order and morals. - Exchanging any inappropriate materials, such as letters or photos.
- Committing major actions contradictory to public morals such as sexual assault.

### Banned disciplinary actions:

Following actions by the School are forbidden.

- Any form of physical punishment.
- Lowering or threatening to lower grades.



## Dunes International School

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Tel.: 0097125527527

School code : 90201 | Affiliation number : 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبة ٩, مصرف, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتماء : ٦٦٣٠٠٥١

- Group punishment for an individual's misconduct.
- Imposing more school work.
- Lowering the self-esteem of student.
- Preventing student to consume food/water.
- Active involvements with parents/guardians

### Staged Approach for Dealing with Willful or Persistent Misconduct:

Students are given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors before any disciplinary action (e.g. warnings, written notices) is taken. Student misconduct shall be dealt with as follows:

- Firstly, the School provides counselling for the student, with a clear explanation, with reasons, of the changes in behavior that are required of the student by the School.
- Next, the School has put in place a strategy, with the appropriate monitoring and support by the teacher and school counsellor, to address and correct the student's unacceptable behavior.
- If there is a need for further escalation of response, the School will inform parents/guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. Parents/guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her parent/guardian a final warning.
- In the final stage, if the student fails to modify his or her behavior in accordance with the requirements of the School, the School may apply to the Council to transfer the student to another School or to permanently exclude the student concerned. In making an application to the Council, the School shall include evidence that all these stages have been followed.

### School Disciplinary Committee

- School Disciplinary Committee is set up at the beginning of academic year to review and discuss student behavior.
- Disciplinary actions by the committee are fair and equitable to all students without exception.
- Records of conduct and the actions taken in response is recorded.



## Dunes International School

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## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعيبة ٩، مصفح، أبوظبي، ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتماء: ٦٦٣٠٠٥١

- All disciplinary actions are appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy.
- The School takes into consideration before taking any disciplinary action against student of Special need.
- All information regarding student behavior is kept strictly confidential.
- A transparent and fair appeals process for sanctions will be available to students and parents/guardians.

### Students with Special Educational Needs

- Students with Special Education Needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs must take into account the nature of the student's Special Education Need and the Individual Education Plan for that student.
- Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

|                    |              |
|--------------------|--------------|
| Principal Approval |              |
| Review Date        | October 2023 |

