

## STUDENT ADMINISTRATIVE AFFAIR POLICY

Introduced	December 2015
Review 1	December 2018
Review 2	December 2021
Review 3	November 2024
Review 4	November 2025
Next Review 5	November 2026

### DEFINITION:

The **Student Administrative Affair Policy** at Dunes International School Abu Dhabi encompasses the comprehensive framework governing student admission, registration, re-registration, promotion, retention, and transition, in alignment with ADEK regulations.

The policy reflects the school's commitment to fairness, inclusion, and student well-being, while ensuring compliance with ADEK's standards and reinforcing the shared responsibility of the school, parents, and governing bodies in shaping students' educational pathways.

### PURPOSE:

The purpose of the Student Administrative Affair Policy is to:

- **Ensure fairness, transparency, and compliance** in all student-related administrative processes, in line with ADEK requirements and the school's vision and mission.
- **Provide inclusive opportunities** for admission and registration, ensuring equitable access for students of diverse backgrounds and abilities, including those with additional learning needs.
- **Safeguard continuity of education** through clear and timely re-registration procedures that maintain accurate student records and secure placements for the next academic year.
- **Support student progression** by implementing well-defined promotion and retention criteria that balance academic achievement, developmental readiness, and student well-being.
- **Facilitate smooth transitions** for students at key educational stages (admissions, inter-cycle movements, and graduation) through targeted academic, emotional, and social support programs.

**This policy is comprises of 2 Parts:**

**Part 1 – Admission, Registration and Re-Registration**

**Part 2 – Promotion, Retention and Transition**

## Part 1

### ADMISSION, REGISTRATION AND RE-REGISTRATION

#### 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 provide smooth transition support at key stages of a student educational journey.
- 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.

#### 1. ADMISSION

**1.1 Non- Discrimination** – The School has adopted an approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency.

**1.2 Open Campus** – The School allows prospective parents/guardians and their children to visit the school, once they receive the mail for the assessment, so that they may familiarize themselves with it.

**1.3 Application Process**-Online applications for the new academic year 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. Admissions are open from Kg to Grade 12 for the next Academic year as per the number of seats available.



## 1.4 Inclusive Admission and Registration

The school is committed to ensuring that all learners, regardless of their background, ability, or individual needs, have equitable access to education in accordance with the **ADEK Inclusive Education Policy Framework**. This commitment reflects the school's vision of fostering a diverse, equitable, and inclusive learning environment where every student is valued and supported.

The school welcomes all students as active members of the learning community, including **Students of Determination (SOD)**, students with **Additional Learning Needs (ALN)**, and those identified as **Gifted and Talented (GNT)**. The school ensures that all students are provided with appropriate opportunities, support systems, and interventions to help them reach their full academic, social, and emotional potential.

Admission and registration procedures are designed to be fair, transparent, and inclusive, ensuring equal opportunity for all learners. From the point of entry and throughout the student's educational journey, the school works collaboratively with parents, teachers, and the Inclusion Team to identify individual needs and provide appropriate support, accommodations, and enrichment opportunities.

### Admission Procedures

- The school welcomes applications from all students without discrimination based on nationality, gender, religion, or ability.
- Admission decisions are based on age appropriateness, previous school records, and placement assessments.
- The school ensures equal access to education for students with ALN, SOD, and GNT.
- All admission procedures are aligned with ADEK's Inclusive Education Policy Framework.
- A **skill-based admission screener** is administered for all students from KG to Grade 12.
- Parents are encouraged to submit all relevant documentation, including:
  - Previous assessment reports
  - Individual Education Plans (IEPs)
  - Therapy or intervention reports
- The **Inclusion Team** reviews all submitted documents to determine appropriate placement and required support.
- Reasonable accommodations and modifications are provided during admission assessments or entry tests, where required.
- The school ensures strict confidentiality of all student information.
- Clear communication is maintained with parents regarding available inclusion support prior to admission confirmation.



## 2. ADMISSION ASSESSMENT

**2.1** 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.

### 2.2 Admission from Grade 1 Onwards

- Students applying for Grade 1 and above will participate in an interactive session.
- Placement tests may be conducted to assess the student's academic level for the purpose of planning appropriate learning and psychological support.
- These tests are not used to accept or reject students but to support smooth academic integration.
- Formal Assessment – Exceptional Cases

A formal assessment will be required in the following exceptional situations:

- a. Students transferring from homeschooling or countries without direct grade equivalency.
- b. Students who have been out of school for more than two years.

**2.3** 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.

## 3. WAITING LIST

- Registration will remain open throughout the year for all grade levels.
- In cases where seats are not immediately available, students will be placed on a waiting list. All applicants on the waiting list will be required to undergo an academic assessment.
- When a vacancy arises, admission will be offered based on the results of the assessment and the availability of seat on school transportation, if required.

## 4. OFFERS AND WITHDRAWAL OF A PLACE.

- Once a student's application is approved by the Admissions department, the school will issue an official offer letter.
- The validity period of the offer letter will be clearly stated and communicated to the parent.
- An offer may be withdrawn only under the following circumstances:
  - a. The parent fails to complete the enrollment or re-enrollment procedures within the specified deadline.
  - b. It is found that admission was obtained through fraudulent means (e.g., submission of false documents or information).



## 5. REGISTRATION

- Once the admission is done all student must be registered in ADEK's Enterprise Student Information System (Esis)
- At any point during a student's educational journey, the school reserves the right to identify and include the student in the inclusion register based on observed additional learning needs, ensuring appropriate support and intervention.
- Required Document for Admission

### During the admission process, the following documents are required:

- Completed registration form
- Original Emirates ID (student and parent)
- Copy of Emirates ID (student and parent)
- Copy of attested Transfer Certificate (from grade 2 upwards)
- Copy of the previous grade's original mark sheet (from grade 2 upwards)
- Copy of the student's passport
- Copy of the parent's/sponsor's passport
- Copy of the student's vaccination record
- Copy of the student's attested birth certificate
- Copy of a recent house electricity bill
- Comprehensive medical screening test report



Grade	Age and Criteria for 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	<p><b>Student should have the following documents :-</b></p> <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	<p><b>Student should have the following documents :-</b></p> <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>
Grade10 &12	<p><b>Student should have the following documents :-</b></p> <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>

**5.3** 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:

- a. Students that have been admitted to 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.





- b. Students that have been admitted to Grades 2 to 12 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.
- c. For students transferring from outside the UAE, the school nurse must create DoH-compliant medical files.

#### 5.4 Transfer Certificate Attestation Requirements:

- **For students transferring from countries outside the UAE:**

The Transfer Certificate must be attested by:

- The Consulate of the country of origin
- The Ministry of Education of that country
- The Ministry of Foreign Affairs (or External Affairs) of that country
- The UAE Embassy/Consulate in that country

- **For students transferring from other Emirates (within the UAE):**

The Transfer Certificate must be attested by the Ministry of Education of the respective Emirate.

**5.5 Documented Learning Plan (DLP) (if applicable)-** For students with additional learning needs, the school will develop a Documented Learning Plan (DLP) outlining personalized goals and support strategies, in accordance with the ADEK School Inclusion Policy. To support this process, the school may also request a clinical assessment report conducted by a qualified professional to better understand the student’s needs and provide appropriate accommodations.

**5.6 Any other documents requested by ADEK**

#### 5.7 Provision for Exceptions

- Non-UAE transfer students who do not have an Emirates ID at the time of registration are **temporarily exempt** from submitting it.
- Parents must sign an **undertaking** to submit the Emirates ID by the **end of the term** in which the student is enrolled.

#### 5.8 Student Profile Updates

The student profile in eSIS must be updated with the new Emirates ID card once received (except for students holding diplomatic cards).

#### 5.9 Record Maintenance

The School keeps records of all student admission files including required information and document in accordance with the **ADEK School Records Policy**.

**6. ENROLLMENT-** The school is authorized to enroll students at any time, subject to:

- Availability of space
- Fulfillment of all admission requirements
- Compliance with the enrollment cut-off date set by ADEK





## 7. RE-REGISTRATION

- Re-registration is mandatory for all the existing students from KG to Grade 11. This will confirm the availability of seat for your ward for the upcoming academic year.
- To confirm re-registration, a **non-refundable fee of AED 600/-** must be paid **in cash or by card**. This amount will be adjusted against the first quarter tuition fee.
- If the re-registration fee is not paid on or before **15<sup>th</sup> December** of the current academic year, the school reserves the right to offer the seat to other deserving student for the next academic year.
- 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. (Transfer Certificate) application for current students is not submitted on or before **15<sup>th</sup> December** of the current academic year, the school will charge 5% of the annual tuition fees before releasing/transferring the student from the school.
- For more details regarding fees payable, refer to the school fee policy (Policy No-035).

### Registration and Re-Registration Procedures (For Inclusion)

- The school ensures that registration processes support early identification of student needs.
- For students with ALN/SOD, additional documentation (medical, psychological, or educational assessments) may be requested to plan appropriate interventions.
- A **skill-based admission screener** remains part of the registration process for all students.
- Parents of newly admitted students must complete a **Transition Form** to ensure smooth transfer of student records and continuity of support.
- The Inclusion Team collaborates with teachers and parents to ensure appropriate support plans are in place from the start of the academic year.
- At any stage of a student's schooling, the school may identify and include the student in the **Inclusion Register** based on observed needs.
- Clinical or diagnostic reports must be **updated every two years** to ensure accurate identification and effective support planning.

## 8. GRADE PLACEMENT

- Student placement is based on ADEK's age cut-off criteria: KG1 at 4 years, KG2 at 5 years, and Grade 1 at 6 years of age as of 31st March.
- Transfer student will be placed based on their last completed grade as per the Transfer Certificate.
- Student absent from school for over 2 years will not be placed more than two grades behind their age appropriate grade.
- Student with additional learning needs will be placed considering their DLP.





## 9. TRANSITION FOR NEW AND TRANSFER STUDENTS

Dunes International School will take all necessary steps to ensure a smooth transition for new and transferring students, both academically and emotionally.

- The sending school must transfer the student's records in accordance with the ADEK School Records Policy and school will ensure the student's registration is updated on both ADEK's eSIS and the school's internal system.
- When a student transfers between different curriculums, the school must inform parents in writing of any potential academic risks, particularly for students intending to pursue equivalency with the UAE General Secondary Education Certificate (Al Thanawiya)

### Part 2

### PROMOTION, RETENTION AND TRANSITION

#### **DEFINITION:**

Promotion is the progression of an individual student sequentially from the current grade to the next grade indicating that the student has met the necessary criteria in learning and development.

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

Transition is the process through which students experience smooth and supportive changes as they move between different stages of their education.

#### **PURPOSE:**

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

### **1. PROMOTION**

Students will be **promoted to the next grade level** at the end of the academic year based on the following:

**1.1 Academic Performance:** Satisfactory completion of coursework and achievement of grade-level learning outcomes in core subjects ( Languages, Mathematics, Science, and Social Studies)

**1.2 Assessment Results:** Acceptable performance in internal assessments, exams, and assignments. (Grade A to D). Internal Assessment marks comprises of: Periodic Test, Notebook submission and Subject Enrichment activity, projects and practical portfolio (for grade 9 and 10) and Practical /ASL/Project files for grade 11 and 12.

**1.3** Grade 10 and 12 has board exam at the end of the Academic Year.

**1.4** Student to meet school prescribed age criteria for grade placement.

**1.5** 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.

### Assessment Grading Scale

Marks Range	Grade 10
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 and Below	E(Needs improvement)

- The student should get a minimum percentage required in Ministry Subjects like Islamic Studies, Arabic and Moral Social and Cultural Studies.

Grade	Subject	Passing marks percentage
1-8	Islamic Studies	50
	Arabic	50
	Moral Social and Cultural Studies	50
9-12	Islamic Studies	60
	Moral Social and Cultural Studies(grade 9)	60
	Arabic (grade 9 and 12)	60

**1.6** Students must secure a minimum of 33% marks (Grade D) in the end-of-year exams to be promoted to the next grade. Any student who does not achieve a passing grade (A to D) will be given only one opportunity to take a retest. Promotion will be granted only if the student passes the retest in the respective subject(s).

## 2. RETENTION

**2.1** A student may be retained in the same grade only after careful review, based on:

- Consistently poor academic performance despite interventions.
- Failure to meet minimum proficiency levels (Grade A to D) in core subjects and ministry

subjects (grade 1 to 8- 50% and grade 9 to 12 -60%)

- Chronic absenteeism that significantly impacts academic progress.
- Lack of readiness—academically, emotionally, or socially—to cope with the next grade level.
- School will not be authorized to retain any student in more than two different grades during the entirety of their school education

### 2.2 Voluntary Grade Repetition:

- School is authorized to exceptionally allow a student to repeat the school grade/year upon the request of the student's parents, and if deemed in the best interest of the student and their wellbeing.
- If parents request grade/year repetition to enable the student to improve their grades, school is authorized to use their discretion to make the decision. School shall obtain ADEK's approval before retaining a student.

**2.3 Exceptions for Students with Additional Learning Needs:** School shall consider, on an exceptional basis, requests by parents of students with additional learning needs for their child to be retained in their grade/year in Cycle 2/3. Such cases will be considered by the school in close collaboration with the parents and approved by ADEK.

**2.4** When a School considers retaining a student, the decision is not made by any individual person, but decision is based on the collective feedback from following stakeholders 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.

The final decision will be taken by the Principal as per the guidelines provided by ADEK.

## 3. TRANSITION SUPPORT

School shall provide transition support for students throughout their education journey, which includes the following stages/phases:

### 3.1 Admissions: Targeted transition support shall be provided to:

- Students starting school for the first time or coming from alternative early education settings.
- Students transferring from specialized provision, homeschooling, or any other type of educational provision.
- Students in exchange programs.
- Students with additional learning needs in all circumstances, in line with the ADEK School Inclusion Policy.

**3.2 Promotions:** School shall develop plans to support students with transitions between cycles and promotions:

- School shall establish targeted DLPs to support individual students who have not been promoted or who have accelerated, in line with the ADEK School Inclusion Policy.
- School shall develop programs to support students' transition between cycles (or other key stages defined by the school) by preparing them for the new environment (in the year prior) and during their first year in the new cycle.

**3.3 Graduation and Leaving School:** School shall develop programs to support students' transition following graduation or switching pathways by preparing them for the new environment.

- School shall develop support for individual students transitioning out of the current school into Higher Education, Technical and Vocational Education and Training (TVET), specialized provision, homeschooling, and other non-mainstream education systems, in line with the ADEK School Career and University Guidance Policy and ADEK School Inclusion Policy.

Amendments:

Prepared By	Date
Registrar/Admission Officer	December 2015

Review	Date	Reviewed By	Amendments
Review 1	December 2018	Academic Vice Principal/ Registrar/Admission Officer	No Changes
Review 2	December 2021	Academic Vice Principal/ Registrar/Admission Officer	No Changes
Review 3	December 2024	Academic Vice Principal/ Registrar/Admission Officer	No Changes
Review 4	December 2025	Academic Vice Principal/ Registrar/Admission Officer	Changes made in <ul style="list-style-type: none"><li>• Modification in Reregistration date.</li><li>• Assessment result for grade 9 to 12.</li></ul>

# Dunes International School

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## مدرسة ديونز الدولية

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

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

			<ul style="list-style-type: none"><li>• Addition of Assessment grading scale in the policy.</li><li>• Addition of passing mark percentage for Ministry Subjects.</li><li>• Retest policy for promotion to the next grade.</li><li>• Added Inclusive Admission and Registration Process</li></ul>
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Approved By	Signature
Mr. Paramjit Ahluwalia, Principal	

