



Policy:	Students' administrative affairs policy
Date Published	June 2024
Evaluation & Review:	Reviewed on September 2024, 2025, June 2026 next review- June 2027
Rationale:	This policy sets out the minimum requirement that schools must put in place with regard to student administrative affairs; transitions and administrative processes when joining or leaving a school (admissions), when arriving at and departing from school (attendance), and when moving between grades or cycles (promotion).
Roles of Responsibility	School Administration, SLT, Parents, Student Counsellor, Student Welfare Officer, Registrar, PRM

Purpose

- Ensure that GES make fair and transparent decisions related to admissions and grade placement.
- Ensure that students can transfer between schools with minimal course/ grade repetition.
- Set out ADEK's expectations in relation to student attendance.
- Ensure that GES deal firmly and effectively with concerns related to student absence and punctuality.
- Outline exceptional circumstances under which students may not be promoted or accelerated beyond their age-appropriate grade.
- Ensure appropriate transition support is provided to students at keystages.

Policy

1. Admissions

- 1.1 School Admissions Policy: GES has set up and implemented detailed Admissions Policy in line with ADEK policy and make it available to prospective parents via school website. The admissions policy encompasses the following:

1. Non-Discrimination: GES shall take a fair and transparent

approach to admissions and shall not discriminate based on race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.

2. Open Campus: GES shall establish protocols to allow prospective parents and students to visit the school's premises.
3. Procedures: GES shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
4. Documentation: GES shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.
5. Inclusive Admission Practices: GES shall adopt practices for students with additional learning needs during the admissions process, in line with the [ADEK Inclusion Policy](#). However, this is subject to the facilities available at the school.
 - a. GES shall provide a statement in their policy that requires parents of students with additional learning needs to disclose all known information regarding their child's needs, as well as to submit any relevant documentation (e.g., clinical assessment reports).
 - b. Inability to Accommodate: GES shall not decline admissions for students with additional learning needs. However, in exceptional circumstances, where we consider we are unable to meet the needs of any students with additional learning needs, we shall submit an inability to accommodate notification to ADEK and the parents.

1.2 Admissions Assessments:

1. Use of Assessment: shall not use assessments as a basis for determining student admissions.
 - a. However, we shall assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.
 - b. Admission tests are done only when we can guarantee a grade placement for the child. The results of the assessments shall only be used to inform the level of learning support required.
 - c. In the following exceptional circumstances, we shall additionally use formal assessments to determine grade placement:
 - Students changing curricula in Cycle 3 (G9/Y10 to G12/Y13).
 - Students transitioning from alternative educational provision (e.g., homeschooling, coming from countries where grade/year equivalency cannot be established)
 - Students who have not attended school for more than two

years.

- 1.3 Waiting List: GES shall develop waiting list criteria where we are oversubscribed and has more applicants than places available. These criteria shall be published on the website and on the notice board and shall include the following:

1. A transparent selection process (including prioritization criteria) for determining who gets offered a place once it becomes available.
2. The maximum number of students that can be on a waiting list.
3. How long a waiting list is open? Waiting lists shall be refreshed every term, at a minimum.

- 1.4 Offer and Withdrawal of a Place: GES shall issue an offer letter when a student's application is approved by their admissions committee. GES shall outline the period of validity of the offer letter and not withdraw it unless:

1. The parent has not completed the enrollment or re-enrollment procedures outlined by the school within the stipulated deadline; or
2. It is established that admission was obtained fraudulently.

- 1.5 Registration:

1. eSIS: GES shall register all their students on the Enterprise Student Information System (eSIS).
2. Required Documents: GES shall seek the following valid documents from parents and ensure that they are up to date:
 - a. Registration Form: Schools shall require parents to complete a registration form.
 - Child's contact information.
 - Copy of child's birth certificate.
 - Copy of child's passport.
 - Copy of child's Emirates ID or diplomatic card with passport.
 - Copy of parent's passports (both mother and father, if applicable) and evidence of UAE residency or copies of diplomatic cards with passports.
 - b. Medical Records: Schools shall submit medical records for their children in accordance with the Department of Health (DOH) requirements and collect signed consent forms from parents as per the ADEK school Reporting Policy.
 - Schools shall ensure that the nurse creates DoH-compliant medical files for new students from schools outside the UAE.
 - c. Transfer Certificate: When a student is transferring to a school in Abu Dhabi and is seeking admission to Grade

- 2/Year 3 or above (Including transferring mid-year Grade 1), the sending school must issue a student performance report and a Transfer Certificate (attested if applicable to the country of transfer).
- d. Documented Learning Plan (DLP): If applicable, we shall plan, monitor, assess, and evaluate teaching and learning programmes personalized for students with additional learning needs, as per the [ADEK Inclusion Policy](#).
 - e. Clinical Assessment Report: If applicable, shall ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the [ADEK Inclusion Policy](#).
 - f. Leaving Certificate: If a student is transferring from a government school to a private or charter school, a Leaving Certificate and a student performance report issued by the government school are required.
 - g. Other Documents: ADEK reserves the right to request and any other documents.
3. Provision for Exceptions: Non-UAE transfer students are temporarily exempt from submitting their Emirates ID card during the registration period if it is not yet available to them; however, GES shall ask parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.
4. Update Student Profile: GES shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).
5. Record Maintenance: GES shall maintain and store all student admission files in line with the [ADEK Records Policy](#).

1.6 Enrollment and Re-enrollment:

- 1. Enrollment: GES shall enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.
- 2. Re-enrollment: GES shall re-enroll all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.
 - a. GES has a published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
 - b. GES shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the [ADEK School Fee Policy](#), unless parents actively choose to withdraw their child from the school. However, the parent needs to fulfill all the conditions for the re-enrollment including re-registration within the published date.

1.7 Placement of New Students:

1. Grade Placement: GES shall place all new students in a grade/year corresponding to their age as per [Table 1. Age Cut-Offs for Grades/Years](#), unless their placement in a different grade/year has been approved by ADEK.

Table 1. Age Cut-Offs for Grades/Years*

The age cut-off date (in the school year wherein the student is registered)	Schools whose academic year starts in September	Schools whose academic year starts in January	Schools whose academic year starts in April*
	31 August	30 April	31 March
Pre-KG / FS 1	3 years		
KG 1/FS 2	4 years		
KG 2/Year 1	5 years		
Grade 1/Year 2	6 to 8 years		

2. Grade Placement for Transferring Students: GES shall determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate.
 - a. GES shall not place students who have not attended school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.
 - b. When evaluating the placement of students with additional learning needs, GES shall consider the students' documented learning plans (DLPs), in line with the [ADEK Inclusion Policy](#).

1.8 Transition for New and Transfer Students: GES shall take all necessary steps to ensure a seamless transition for new and transfer students.

1. Transfer of Records: GES shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the [ADEK Records Policy](#). In case of transfers within the Emirate, receiving schools shall ~~update~~ the student's registration on both ADEK's eSIS and the school's internal system.
2. Transferring Curricula: When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall write to the student's parents highlighting the potential risks that may arise in the adoption of a different curriculum, especially for those students who seek

equivalency to the UAE's general secondary education certificate (Al Thanawiya), in line with the [ADEK school Curriculum Policy](#).

2. Attendance

2.1 Requirements: At the beginning of each academic year, GES shall develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents and publish it on the website. GES shall outline the following elements in their policy, at a minimum:

1. Defining Attendance and Punctuality: GES shall ensure that the attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.
 - a. GES shall have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
 - b. GES shall establish a system to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students and upon request for students in any grade below Cycle 3, in line with the [ADEK Safeguarding Policy](#).
 - c. Cycle 1-3 : GES shall identify students with absence rates above 5% (including authorized and unauthorized absences) of the total calendar days outlined by ADEK as a "cause for concern".
 - GES shall determine whether to identify the student as being at educational risk, in line with the [ADEK School Educational Risk Policy](#).
 - If the absences lead to reasonable suspicions of maltreatment (neglect), GES shall report this in line with the [ADEK School Student Protection Policy](#).
 - d. KG cycle- For absences where there is reasonable suspicion of student maltreatment, GES shall report this in line with the [ADEK School Student Protection Policy](#).
 - e. GES shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, we shall accommodate leaves requested for medical or therapeutic reasons.
2. Ensuring Attendance Compliance: GES shall outline the procedures via which attendance compliance is ensured, including:
 - a. Recording attendance.
 - b. Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.
 - c. Recognizing excellent or improved student attendance.

- d. Reporting attendance to ADEK daily on eSIS.
- e. Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be “light” in the last week before the end of the term in anticipation of student absences).
- f. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

3. Authorized Absences:

- a. GES shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:
 - a. Illness. (see section 2.1.4 Absence due to illness)
 - b. Death of a first- or second-degree relative.
 - c. Medical appointment scheduled prior to the absence.
 - d. Official community task.
 - e. Mandatory appearance before an official body.
 - f. Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
 - g. Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
 - h. Work in the entertainment industry.
 - i. Observation of religious holidays that are not defined as public holidays in the UAE.
 - j. Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
 - k. Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).
 - GES shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
 - Leave for medical or therapeutic reasons for students with additional learning needs.
 - Government-approved school closures due to extreme weather conditions.
- b. Where an absence is authorized, GES shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

4. Absence due to illness :

- a) Parents shall submit a parent- written sick note (daily) if their child is absent for up to 3 consecutive days, or the absence will be recorded as an unauthorized absence.
- b) Parents shall submit a sick leave certificate from a DoH- licensed physician on the fourth consecutive day (including weekends) , or

the absence will be recorded as an unauthorized absence.

- c) Schools shall authorize a maximum of 12 annual school days of student absences due to medical reasons without requiring a sick leave certificate from a DoH-licensed physician.
- d) For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit medical reports from a DoH-licensed physician or a relevant health authority, and schools shall consider each case at their own discretion.

5. Punctuality:

- a. GES shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.
- b. GES shall have a mechanism in place to approve and manage student punctuality (for instance, requiring students to register at the reception to obtain a late pass).
- c. Schools shall identify frequent lateness and take appropriate action as will be taken as per the behaviour management committee discretion.

- 2.2 Maintenance of Attendance Records: GES shall ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.

Unreported absence : In the event of a student not reported and there is no information / notification from the parent, the Class Teacher / Form tutor contacts the parent over the phone immediately after the school hours. Message is sent on the digital platform as well as email sent within a reasonable time during the day.

- 2.3 Intervention Mechanism for Students at Educational Risk: GES shall identify any students with low attendance as “students at educational risk”.

- 1. GES shall work with the concerned students and their parents to implement an intervention plan in line with the [*ADEK School Educational Risk Policy*](#).

3. Promotion

- 3.1 Requirements: GES shall develop and implement a Promotion Policy, which must outline the following elements at a minimum:

- 1. Age Requirement: GES shall set out the age requirements for grade placement as per Table 1. Age Cut-Offs for Grades/Years.
- 2. Mandatory Promotion: GES shall promote all students with their peer group sequentially from one grade/year to the next if they fulfill the promotion requirements for the previous year.
 - a. Exceptions to Mandatory Promotion: GES shall not retain students in a grade/year in any circumstance, except where a Cycle 2 or 3 student does not meet the promotion

requirements as per the ADEK-approved curriculum and fails to make progress following interventions identified in the *ADEK Educational Risk Policy*.

- Where a student fails to meet the objectives in their DLP but does meet the promotion requirements set out in the ADEK-approved curriculum, GES shall promote them and adjust their DLP objectives accordingly.
 - GES are not authorized to retain a student in Cycle 2 or 3 in a certain grade/year more than 2 consecutive times.
 - GES shall not retain any student in more than two different grades during the entirety of their school education.
 - Voluntary Grade Repetition: GES shall 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.
- b. If parents request grade/year repetition to enable the student to improve their grades, GES shall use their discretion to make the decision.
 - c. GES shall obtain ADEK's approval before retaining a student.
3. Exceptions for Students with Additional Learning Needs: GES 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 must be considered by the school in close collaboration with the parents. This decision must be approved by ADEK.

3.2 Supporting Students at Educational Risk: Where a student is identified to be at risk of not being promoted:

- 1. GES shall abide by the requirements of the *ADEK School Educational Risk Policy*.
- 2. GES shall notify the student's parents and involve them in planning support and intervention measures.

4. Transition Support

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

- 1. Admissions: GES shall establish programmes to support new students in the school. In particular, targeted transition support shall be provided to:
 - a. Students starting school for the first time or coming from alternative early education settings.
 - b. Students transferring from specialized provision, homeschooling, or any other type of educational provision.
 - c. Students in exchange programmes.
 - d. Students with additional learning needs in all

circumstances, in line with the *ADEK Inclusion Policy*.

2. Promotions: GES shall develop plans to support students with transitions between cycles and promotions:
 - a. GES 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*.
 - b. GES shall develop programmes 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. Graduation and Leaving School: GES has developed programmes to support students' transition following graduation or switching pathways by preparing them for the new environment.
 - a. GES has developed and established support plan 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*.
