

Introduction

Having effective, supportive, and smooth 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) can have a significant impact on student academic, physical, social, and emotional wellbeing. This policy sets out the minimum requirement that schools must put in place with regard to student administrative affairs.

Purpose

- Ensure that AHBS make fair and transparent decisions related to admissions and grade placement.
- Ensure that students can transfer between schools with minimal course/ grade repetition.
- 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 key stages

Definitions:

- **Admission:** The process by which students are accepted to a school, up to and including enrollment and registration.
- **Academic Year:** The period of the year during which students attend school, as defined by ADEK.
- **Clinical Assessment Report:** A report arising from assessment of a student, conducted by a clinical psychologist, education psychologist, speech and language pathologist, doctor, or other suitably qualified professional.
- **Cycle:** A stage in the primary and secondary educational process and is classified in Abu Dhabi as the following: Kindergarten (KG), Cycle 1 (Y2-Y6), Cycle 2 (Y7- Y9), and Cycle 3 (Y10- Y13).
- **Documented Learning Plan (DLP):** A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.
- **Enrollment:** The process by which a child is included on a school's official list of students.
- **Grade Placement:** The process of placing a student in a grade/year, normally in accordance with their age group.
- **Promotion:** The sequential movement of a student from one grade/year to the next at the end of an academic year.
- **Receiving School:** The school to which a student transfers.
- **Registration:** The process by which a child's information is uploaded on eSIS and the school's management system.
- **Retention:** An exceptional circumstance whereby a student is held back in their current grade/year rather than being promoted with their peers.
- **Sending School:** The school from which a student transfers.
- **Student Transfer:** The process of a student permanently leaving one educational institution to attend another.
- **UAE General Education Certificate (Shahadat Al- Thanawiya Al-Amma):** UAE's general secondary education lasts 3 years, covering grades 10, 11 and 12. It is comprised of a common year 1 and then pursued by a specialization in Science or Arts. Upon the completion of the 12th year, students are required to sit the examination in order to qualify for a general education certificate.

Policy

Admissions

AHBS Admissions Policy: This policy details our admissions processes- this is available to all families on our school website.:

- AHBS takes a fair and transparent approach to admissions and does not discriminate based on race, gender, special educational needs, disabilities, religion or beliefs, language, or medical conditions.
- AHBS has weekly tours and visits can be arranged by prospective parents and students.
- Once an application is received, the placement interview will be scheduled. AHBS shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
- AHBS shall require Parents to submit the required documents - Copy of Last Academic years report and Current School report along with Emirates ID and CAT 4 Results (if available)
- Inclusive Admission Practices: AHBS shall adopt practices for students with additional learning needs during the admissions process, in line with the *ADEK Inclusion Policy*.
- AHBS shall provide Form 5 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).
 - AHBS are not authorized to decline admissions for students with additional learning needs. However, in exceptional circumstances, where a school considers they are unable to meet the needs of any students with additional learning needs, the school shall submit an inability to accommodate notification to ADEK and the parents.

Admissions Assessments:

Use of Assessment: AHBS are not authorized to use assessments as a basis for determining student admissions.

AHBS are authorized to assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.

The results of the assessments may only be used to inform the level of learning support required.

In the following exceptional circumstances, schools can additionally use formal assessments to determine grade placement:

- Students changing curricula in Cycle 3 (Y10 to 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.

Waiting List: AHBS shall develop waiting list criteria where the school is oversubscribed and has more applicants than places available. The criteria is published on their website and should include the following:

- A prioritization on waiting lists will be given to Siblings within the School

Offer and Withdrawal of a Place: AHBS shall issue an offer letter when a student's application is approved by their admissions committee. The period of validity of the offer letters are either 3 or 10 working days dependent on timing of year, we will not withdraw it unless:

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

Registration:

eSIS: AHBS shall register all their students on the Enterprise Student Information System (eSIS).

Required Documents: AHBS shall seek the following valid documents from parents and ensure that they are up to date:

Registration Form: AHBS 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.
- Medical Records: Parents shall submit medical records for their children in accordance with the Department of Health (DOH) requirements.
- AHBS shall ensure that the nurse creates DoH-compliant medical files for new students from schools outside the UAE.
- 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).

Documented Learning Plan (DLP): If applicable, AHBS shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the *ADEK Inclusion Policy*.

Clinical Assessment Report: If applicable, AHBS are authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK Inclusion Policy*.

- 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.

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, AHBS shall require parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.

Update Student Profile: AHBS shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).

Record Maintenance: AHBS shall maintain and store all student registration files in line with the *ADEK Records Policy*.

Enrollment and Re-enrollment:

- Enrollment: AHBS are authorized to enroll students at any time (subject to available space and fulfillment of admissions requirements) prior to the enrollment cut-off date stipulated by ADEK.
- Re-enrollment: AHBS 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.
AHBS shall have a clearly published re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
AHBS shall ensure that existing students are automatically re-enrolled in the next academic year, subject to meeting fee payment requirements, as per the *ADEK Fee Policy*, unless parents actively choose to withdraw their child from the school.

Placement of New Students:

- AHBS shall place all new students in the year group 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		
	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		

- AHBS shall determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate. AHBS 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. When evaluating the placement of students with additional learning needs, schools shall consider the students' documented learning plans (DLPs), in line with the *ADEK Inclusion Policy*.

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

Transfer of Records: AHBS 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.

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 Curriculum Policy*.

Promotion

Requirements: AHBS shall develop and implement a Marketing and Promotion Policy, which must outline the following elements at a minimum:

- Age Requirement: AHBS shall set out the age requirements for year placement as per Table 1. Age Cut-Offs for Grades/Years.
 - Mandatory Promotion: AHBS shall promote all students with their peer group sequentially from one year to the next if they fulfill the promotion requirements for the previous year.
 - Exceptions to Mandatory Promotion: AHBS shall not retain students in a 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, AHBS shall promote them and adjust their DLP objectives accordingly.
 - AHBS are not authorized to retain a student in Cycle 2 or 3 in a certain grade/year more than 2 consecutive times.

- AHBS are not authorized to retain any student in more than two different grades during the entirety of their school education.
- Voluntary Grade Repetition: AHBS are 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, schools are authorized to use their discretion to make the decision.

AHBS shall obtain ADEK's approval before retaining a student.

- Exceptions for Students with Additional Learning Needs: AHBS 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.

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

AHBS shall abide by the requirements of the *ADEK Educational Risk Policy*.

AHBS shall notify the student's parents and involve them in planning support and intervention measures.

Transition Support

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

- AHBS shall establish programs to support new students in the school like Staggered finish times and the Buddy system for students who
 - starting school for the first time or coming from alternative early education settings
 - transferring from specialized provision, homeschooling, or any other type of educational provision.
 - exchange programs.
 - additional learning needs in all circumstances, in line with the *ADEK Inclusion Policy*.

Promotions: AHBS shall develop plans to support students with transitions between cycles and promotions:

AHBS shall establish targeted DLPs to support individual students who have not been promoted or who have accelerated, in line with the *ADEK Inclusion Policy*.

AHBS 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.

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

AHBS 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 CU Guidance Policy* and *ADEK Inclusion Policy*.

Compliance:

This policy shall be effective as of the start of the Academic Year 2024/25.