

Student Administrative Affairs Policy

2025 - 2026

Next review date: June 2026



PURPOSE

- To ensure that the school makes fair and transparent decisions related to admissions and year placement.
- To ensure that students can transfer between schools with minimal course/year repetition.
- To set out ADEK's expectations in relation to student attendance.
- To ensure that concerns related to student absence and punctuality are dealt with firmly and effectively.
- Outline exceptional circumstances in which may not be promoted or accelerated beyond their age-appropriate grade.
- Ensure appropriate transition support is provided to students at key stages.

Admission Procedure

- Registrations can be done online through the school's website.
- The admission process starts in the month of January for the next Academic Year.
- Admissions are open from preschool to year 13 for the next Academic Year as per the number of seats available. Admissions will be granted depending upon the availability of seats.
- AAESS accepts students from different race, gender, religion or beliefs.
- Students are admitted to AAESS with mild to moderate special educational needs, disabilities and offer additional appropriate learning support as needed.
- AAESS does not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity).
- The school has a maximum of 20 students for each class in preschool, 25 in FS2 and year 1 and 30 from year 2 – year 13.

Admissions Assessments

Admission Procedure for Preschool to Year 1

Parents seeking admission into Preschool to Year 1 must do online registration through the link on the school website. Online registration opens in January.

Once the number of available seats in Preschool to Year 1 for the academic year is known, registered students will be contacted by the admission office to set a play and stay session with a designated member of the staff.

Admission Procedure for Year 2 to Year 6

Admission to Year 2 to Year 6 will depend on the availability of seats. The students will be asked to sit for an assessment in English and Maths to inform the level of learning support required.

Students with mild to moderate special needs will be directed to the school Head of Inclusion for an interview and take a test to give an indication of their performance level to help the school understand the level of learning and psychological support the student will require and not for the purpose of accepting or rejecting a student. The school will ask the parents to provide copies of external assessments undertaken by educational specialists.

Admission Procedure for Year 7 to Year 13

Admission to Year 7 to Year 13 will depend on the availability of seats. The students will sit a Cognitive Abilities Test (CAT4) online. The test reveals hidden potential by assessing the main types of reasoning ability known to make a difference to learning and achievement, providing a rounded profile of the whole child. The CAT4 testing can take up to 1 hour and 30 minutes and will be administered in AAESS.

Waiting List

Where a class has reached its capacity, a child will be placed on the waiting list. The parent will be contacted as and when a place becomes available. Siblings of current students will take priority on this list.

Offer and Withdrawal of a Place

An offer letter will be issued when a student's application has been approved. The offer letter is valid for 10 working days.

If a parent wishes to withdraw his/her child from AAESS, she/he should submit the Leavers' Form to the registration department. The transfer certificate will be issued only when all the payments due to the school are cleared.

Registration

- eSIS: The school registers all the students on the Enterprise Student Information System (eSIS).

Required Documents:

Parents will be asked to provide the following documents as part of the admissions process:

- Complete registration form giving full details of the student, their previous school and contact details for the parents/guardians.
- 2 recent passport size photographs with white background
- Copy of birth certificate.
- Students who are already resident in the UAE will be asked to provide a copy of the student's EID, passport and visa.
- Students who are already resident in the UAE will be asked to bring their original EID for scanning into the eSIS system.
- Students who are new to the UAE will be asked to provide a copy of their passport and to bring in a copy of the EID and visa as soon as they are obtained.
- Parents will be informed that their child(ren) will not complete the registration process until copies of these are provided and if they are not provided the registration will be cancelled.
- A copy of the latest report from the previous school.
- Copy of attested transfer certificate (if the student is coming from outside the Emirate/outside UAE).
- If relevant, any documents pertaining to the student's special educational needs such as previous individual education plans and relevant assessments.
- If relevant, any documents pertaining to the student's gifted and talented achievements, such as advanced learning plans.
- AAESS will maintain and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students.

Medical Records

AAESS requires current and accurate information regarding the child's medical requirements and must update the school should the circumstances change. The school also requires records of previous medical treatments, allergies, and vaccination records on registration.

Parents must submit the detailed medical form with supporting documents:

- Insurance card if available
- Vaccination card
- In case of serious illness (medical reports, prescription etc)

- The School Nurse maintains medical files for all students. These files are updated on a regular basis.

Transfer Certificate

When a student is seeking admission to Year 3 or above (Including transferring mid-year Year 2), the parent must submit the latest student report from the previous school and a Transfer Certificate (attested if applicable to the country of transfer).

Documented Learning Plans

The Inclusion Department at AAESS will plan, monitor, assess and evaluate teaching and learning plans personalised for students with additional learning needs.

Clinical Assessment Reports

AAESS is authorised to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional.

Enrolment and Re-enrolment

AAESS is authorised to enrol students at any time (subject to available space and fulfilment of admissions requirements) prior to the enrolment cut-off date stipulated by ADEK.

The school re-enrols all existing students for the upcoming academic year, provided that all conditions for re-enrolment, as defined by ADEK, have been met.

AAESS 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

AAESS shall place all new students in a year group corresponding to their age as per Table 1. Age Cut-Offs for Years, unless their placement in a different grade has been approved by ADEK.

Table 1. Age Cut-Offs for Grades/Years

Year Group	Age	Cut-off Date
Preschool	3 years	31 st August
Foundation Stage 2	4 years	31 st August
Year 1	5 years	31 st August
Year 2	6 years	31 st August
Year 3	7 years	31 st August
Year 4	8 years	31 st August
Year 5	9 years	31 st August
Year 6	10 years	31 st August
Year 7	11 years	31 st August
Year 8	12 years	31 st August
Year 9	13 years	31 st August
Year 10	14 years	31 st August
Year 11	15 years	31 st August
Year 12	16 years	31 st August
Year 13	17 years	31 st August

Year 3 and above depends on the academic sequence

Grade Placement for Transferring Students

- AAESS determines the year placement for transferring students based on the last year/grade completed as per the Transfer Certificate.
- The school does not place students who have not attended school for more than two years in a year level more than two years behind the year level corresponding to their age.
- When evaluating the placement of students with additional learning needs, the school considers the student's documented learning plans (DLPs), in line with the ADEK Inclusion Policy.

Transition for New and Transfer Students

The school takes all necessary steps to ensure a seamless transition for new and transfer students.

Transfer of Records

The records of a student to AAESS will be received from their previous school in accordance with the guidelines outlined in the ADEK School 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 Curriculum

When students are transferring to AAESS with a different curriculum from the sending schools, parents will receive a letter 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.

Attendance

AAESS actively promotes and encourages 100% attendance for all students. Our aim is to ensure that pupils arrive at school on time. We strive for attendance that is consistently outstanding for all groups of students. We give high priority to informing parents and pupils the importance of regular and punctual attendance.

School Attendance Procedures

Students are expected to attend school on every school day as specified in the school calendar. Students shall arrive at school before 7.40am every day, attend morning assembly where the National Anthem is played, and attend classes on time. All students are expected to attend school on the first day back after the vacation. Leaving for vacation earlier than the closing day is not allowed. Parents should ensure that family vacations are taken during scheduled school holidays.

Attendance is marked on the School Management System by the class teacher before 8am. For the safety of the child, the parent must inform the class teacher and attendance officer, csmith@aaess.sch.ae, before 7:30am.

Any leave will be approved by the principal. Leaves without supporting documents will be considered as unauthorised absence. In such cases, the student will be marked as leaving without approval. Requests for leave approval or any other communication should be sent to the attendance officer.

Early pick up is only allowed in the case of an emergency and must be agreed with the principal.

At AAESS students with excellent/improved attendance are recognised throughout the year.

Punctuality

If a student is late on 3 or more occasions within the academic year, parents will be informed about the course of action as per ADEK Student Behaviour Policy.

Authorised Absences

The following types of absences are authorised, provided they are supported by an email/letter from the parents or official documents from appropriate authorities:

- Illness (attach Sick Certificate from HAAD)
- Death of a first- or second-degree relative. (with supporting documents)
- Medical appointment (scheduled prior to the absence)
- Official community task
- Mandatory appearance before an official body. (Visa, Immigration, etc)
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family. (With supported documents to be submitted). Kindly note family functions and gatherings are not considered under essential urgent family travel
- Attendance of conferences, competitions, and events organised by school or authorised entities, with the permission of the principal (e.g., Model United Nations, sports events, Olympiads)
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidays in the UAE. (Like Hajj and Umrah)
- Study leave up to 4 weeks (for board examinations only, when approved by ADEK).
- Leave for medical reasons for students with additional learning needs. (with supporting documents)

Intervention Mechanism for Students at Educational Risk

AAESS will work with concerned students and parents to implement an intervention plan in line with the ADEK School Educational Risk Policy.

Promotion

AAESS complies with regulations & guidelines as set by regarding the promotion of students to the next grade level and retention of students at their current grade level.

Transition Support

Transition support is provided for all students throughout their time at AAESS.

- New students are given opportunities to visit the school before joining to familiarise themselves with the environment and meet the teachers and some students they will be working with.
- Class teachers prepare and share transition notes with the class teacher receiving them.
- Students will visit the year group they are moving into and meet the teachers during a moving up day.
- Class teachers visit the classes of the students they will receive before the end of the academic year.
- Students with additional learning needs meet with their receiving teacher.
- Students graduating from or leaving AAESS are supported in their transition.

Related Documentation

[*ADEK School Student Behaviour Policy*](#)

[*ADEK School Inclusion Policy*](#)

[*ADEK School Reporting Policy*](#)

[*ADEK School Records Policy*](#)

[*ADEK School Fees Policy*](#)

[*ADEK School Curriculum Policy*](#)

[*ADEK School Educational Risk Policy*](#)

[*ADEK School Protection Policy*](#)

[*ADEK School Career and University Guidance Policy*](#)

[*ADEK School Educational Risk Policy*](#)

[*ADEK School Safeguarding Policy*](#)

[*ADEK School Compliance Policy*](#)