



Student Administrative Affairs Policy

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Introduction

At Sunrise English Private School, Abu Dhabi, we recognize that smooth, supportive, and efficient transitions—whether during admissions, daily attendance, or promotion between grades—play a crucial role in shaping a student's academic success and overall wellbeing. From the moment a student joins or leaves the school, to their daily arrival and departure, and their progression through educational stages, every administrative process is designed to support their academic, physical, social, and emotional development. This policy outlines the essential administrative procedures and standards that the school upholds to ensure clarity, consistency, and student-centered practices in all aspects of student administration.

Purpose

- Ensure that the school makes fair and transparent decisions regarding admissions and grade placement.
- Ensure that students are able to transfer between schools with minimal repetition of courses or grades.
- Set out ADEK's expectations concerning student attendance.
- Ensure that the school addresses issues related to student absence and punctuality firmly and effectively.
- Outline the exceptional circumstances under which students may not be promoted or accelerated beyond their age-appropriate grade.
- Ensure that appropriate transition support is provided to students at key educational stages.





Definitions

Absence	The state of not being physically present in class/at school.
Absence rate	The proportion of absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.
Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
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.
Attendance	The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.
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 (Pre-KG/FS1-KG2/Y1), Cycle 1 (G1/Y2-G5/Y6), Cycle 2 (G6/Y7- G8/Y9), and Cycle 3 (G9/Y10-G12/Y13). Private schools teaching UAE Ministry of Education (MoE) curriculum may follow MoE cycles: KG, Cycle 1 (G1-G4), Cycle 2 (G5-G8), and Cycle 3 (G9-G12).



Equivalency	The process by which the UAE Ministry of Education officially endorses a secondary school certificate and declares it to be equivalent to the UAE General Education Certificate (Al Thanawiya), as per relevant ministerial decrees and their amendments.
Examination Leave	A period of absence authorized by the school for students to attend external examinations.
Enrollment	The process by which a child is included on a school's official list of students.
Lateness	Arrival later than the specified time for class.
Grade Placement	The process of placing a student in a grade/year, normally in accordance with their age group.
Maltreatment	Physical, emotional, or sexual abuse. Maltreatment includes neglect, exploitation, and/or bullying.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
Present	The state of being physically available in class/at school.
Promotion	The sequential movement of a student from one grade/year to the next at the end of an academic year.
Punctuality	Arrival on time for school/class.
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.



Sunrise English Private School

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الموقع:

Student Behavior	The way in which a student acts or conduct themselves, especially towards others.
Student Transfer	The process of a student permanently leaving one educational institution to attend another.
Study Leave	A period of absence that is authorized by the school for students to study for examinations.



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AFF/No/6630033 Member - Council of CBSE Affiliated Schools in the Gulf

مرخصة من قبل وزارة التربية والتعليم في الامارات العربية المتحدة
عضو في المجلس المركزي للتعليم الثانوي نيودلهي - الهند - رقم العضوية ٦٦٣٠٠٣٣
وعضو في مجلس سي.بي.إس. بالانتساب للمدارس في الخليج



Policy

1. Admissions

1.1 School Admissions Policy: Sunrise English Private School have developed and implemented an Admissions Policy in alignment with ADEK's guidelines, making it accessible to prospective parents through the school's official website. The policy includes, at a minimum, the following key elements:

1. Non-Discrimination: The school adopts a fair and transparent approach to admissions and does not discriminate based on race, gender (excluding single-gender schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
2. Open Campus: The school establishes clear protocols that allow prospective parents and students to visit the school premises.
3. Procedures: The school communicates well-defined procedures and timelines for applications, offers, acceptances, and enrollment.
4. Documentation: The school specifies the documentation that parents must submit to facilitate the admission of their children.
5. Inclusive Admission Practices: The school follows inclusive admission practices for students with additional learning needs, in accordance with the School Inclusion Policy.
 - a. The policy requires parents of students with additional learning needs to disclose all known information regarding their child's condition and to submit any relevant documentation (e.g., clinical assessment reports).
 - b. Inability to accommodate: The school is not permitted to refuse admission to students with additional learning needs. However, in exceptional cases where the school determines it is unable to meet a student's needs, it must submit a formal "Inability to Accommodate" notification to ADEK and inform the parents accordingly.





1.2 Admissions Assessments:

1. Use of Assessment: The school is not authorized to use assessments as a criterion for determining student admissions.
 - a. The school may conduct assessments through observation, interviews, and/or placement tests for students in Kindergarten, Cycle 1, and Cycle 2.
 - b. Admission tests are permitted when the school can guarantee grade placement for the student. The outcomes of such assessments is used solely to determine the level of learning support required.
 - c. In the following exceptional circumstances, the school uses formal assessments to determine appropriate grade placement:
 - 1) Students transferring curricula in Cycle 3 (Grades 9 to Grade 12).
 - 2) Students transitioning from alternative educational provisions (e.g., homeschooling or education systems where grade equivalency cannot be clearly established).
 - 3) Students who have not attended school for more than two years.

- 1.3 Waiting List: The school will develop clear waiting list criteria in situations where it is oversubscribed and has more applicants than available places. These criteria must be published on the school's website and should 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 will be refreshed every term, at a minimum.

- 1.4 Offer and Withdrawal of a Place: The school will issue an offer letter once a student's application has been approved by the Admissions Committee. The letter must clearly state its period of validity and may not be withdrawn unless:



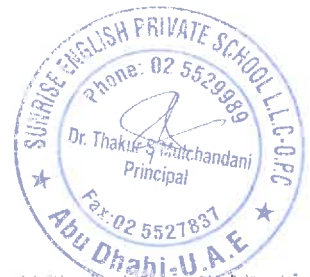


1. The parent has not completed the enrollment or re-enrollment procedures outlined by the school within the stipulated deadline; or
 2. It is established that admission was obtained fraudulently.
- 1.2 Registration:
1. eSIS: The school will register all their students on the ADEK Enterprise Student Information System (eSIS).
 2. Required Documents: The school will seek the following valid documents from parents and ensure that they are up to date:
 - a. Registration Form: The school will require parents to complete a registration form.
 - 1) Child's contact information.
 - 2) Copy of child's birth certificate.
 - 3) Copy of child's passport.
 - 4) Copy of child's Emirates ID or diplomatic card with passport.
 - 5) 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: The school will submit medical records for their students in accordance with the Department of Health (DoH) requirements and collect signed consent forms from parents as per the *School Reporting Policy*.
 - 1) The school will 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, the school will plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the *School Inclusion Policy*.
 - e. Clinical Assessment Report: If applicable, the school is authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *School 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 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, the school will require 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: The school will update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).
 5. Record Maintenance: The school will maintain and store all student admission files in line with the *ADEK School Records Policy*.





1.3 Enrollment and Re-enrollment:

1. Enrollment: The school is 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.
2. Re-enrollment: The school will re-enroll all existing students for the following academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.
 - a. The school will publish a clear re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
 - b. The school will 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.

1.4 Placement of New Students:

1. Grade Placement: The school will place all new students in a grade corresponding to their age as per Table 1. Age Cut-Offs for Grades, unless their placement in a different grade 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)	31 March
Pre-KG	3 years
KG 1	4 years
KG 2	5 years
Grade 1	6 to 8 years

2. Grade Placement for Transferring Students: The school will determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate.

- The school will not place students who have been out of school for more than two years in a grade/year level that is more than two years below the age-appropriate grade/year level.
- When evaluating the placement of students with additional learning needs, the school will consider the students' documented learning plans (DLPs), in line with the *ADEK School Inclusion Policy*.

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

- Transfer of Records: Sending schools will transfer the records of a student to receiving schools in accordance with the guidelines outlined in the *ADEK School Records Policy*. In case of transfers within the Emirate, receiving schools will 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 will 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, the school will develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents and publish it on their website. The school will outline the following elements in their policy, at a minimum:
 1. Defining Attendance and Punctuality: The school will ensure that their attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.
 - a. The school will have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
 - b. The school will 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 School Safeguarding Policy*.
 - c. For compulsory grades (Grade 1 and above), the school will identify students with **both authorized and unauthorized absence rates above 5% of the total calendar** days outlined by ADEK as a "cause for concern".
 - 1) The school will determine whether to identify the student as being at educational risk, in line with the *ADEK School Educational Risk Policy*.





- 2) If the absences lead to reasonable suspicions of student maltreatment (neglect), the school will report this in line with the *ADEK School Student Protection Policy*.
 - d. *Educational Risk Policy* and/or the *ADEK School Student Protection Policy*, if applicable. The school will advise the student's parents that persistent absences may have an impact on student learning and progression.
 - e. The school will require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, the school is authorized to accommodate leaves requested for medical or therapeutic reasons.
2. Ensuring Attendance Compliance: The school will 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. The school will authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:
 - 1) Illness.
 - 2) Death of a first- or second-degree relative.
 - 3) Medical appointment scheduled prior to the absence.
 - 4) Official community task.
 - 5) Mandatory appearance before an official body.
 - 6) Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
 - 7) Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- 8) Work in the entertainment industry.
- 9) Observation of religious holidays that are not defined as public holidays in the UAE.
- 10) Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- 11) Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).
- a) The school will remain open for learning during study leave and will ensure that adequate support is provided to students who are not taking leave.
- 12) Leave for medical or therapeutic reasons for students with additional learning needs.
- 13) Government-approved school closures due to extreme weather conditions.
- b. Where an absence is authorized, the school will inform the student of work to be caught up and will allow the student to complete any assignments or tests that they have missed.





3. Requirement for illness and absenteeism

- Parents shall submit a parent-written sick note (daily) if their child is absent for up to 3 consecutive school days, or the absence will be recorded as an unauthorized absence.
- Parents shall submit a sick leave certificate from a Department of Health (DOH)-licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorized absence.
- Schools shall authorize a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate from a DoH-licensed physician.
- 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:

- The school will 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.
 - The school will 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).
- b. Maintenance of Attendance Records: The school will ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.





- c. Intervention Mechanism for Students at Educational Risk: The school is authorized to identify any students with low attendance as “students at educational risk”.
- i. The school will work with the concerned students and their parents to implement an intervention plan in line with the *ADEK School Educational Risk Policy*.

6. Promotion

- a. Requirements: The school will develop and implement a Promotion Policy, which must outline the following elements at a minimum:
- i. Age Requirement: The school will set out the age requirements for grade placement as per Table 1. Age Cut-Offs for Grades.
- ii. Mandatory Promotion: The school will promote all students with their peer group sequentially from one grade to the next if they fulfill the promotion requirements for the previous year.
1. Exceptions to Mandatory Promotion: The school will not retain students in a grade 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 School Educational Risk Policy*.
- a. Where a student fails to meet the objectives in their DLP but does meet the promotion requirements set out in the ADEK-approved curriculum, the school will promote them and adjust their DLP objectives accordingly.
- b. The school is not authorized to retain a student in Cycle 2 or 3 in a certain grade more than 2 consecutive times.
- c. The school is not authorized to retain any student in more than two different grades during the entirety of their school education.





- a. Voluntary Grade Repetition: The school is authorized to exceptionally allow a student to repeat the school grade upon the request of the student's parents, and if deemed in the best interest of the student and their wellbeing.
2. If parents request grade repetition to enable the student to improve their grades, the school is authorized to use their discretion to make the decision.
3. The school will obtain ADEK's approval before retaining a student.
- ii. Exceptions for Students with Additional Learning Needs: The school will consider, on an exceptional basis, requests by parents of students with additional learning needs for their child to be retained in their grade 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.
- b. Supporting Students at Educational Risk: Where a student is identified to be at risk of not being promoted:
- i. The school will abide by the requirements of the *ADEK School Educational Risk Policy*.
- ii. The school will notify the student's parents and involve them in planning support and intervention measures.





6. Transition Support

- a. The school will provide transition support for students throughout their education journey, which includes the following stages/phases:
 - i. Admissions: The school will establish programs to support new students in the school. In particular, targeted transition support will be provided to:
 1. Students starting school for the first time or coming from alternative early education settings.
 2. Students transferring from specialized provision, homeschooling, or any other type of educational provision.
 3. Students in exchange programs.
 4. Students with additional learning needs in all circumstances, in line with the *ADEK School Inclusion Policy*.
 - ii. Promotions: The school will develop plans to support students with transitions between cycles and promotions:
 1. The school will establish targeted DLPs to support individual students who have not been promoted or who have accelerated, in line with the *ADEK School Inclusion Policy*.
 2. The school will 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.
 - iii. Graduation and Leaving School: The school will develop programs to support students' transition following graduation or switching pathways by preparing them for the new environment.



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1. The school will 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*.

7. Compliance

- a. This policy is effective from start of the Academic Year 2025/2026

Approved by:



Dr. Thakur S. Mulchandani,

School Director/Principal