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#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision

The “School of Choice” inspiring, challenging, and empowering a 21st-century learning community through an ethical and innovative education system.

ICS Mission

Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global-minded, future leaders.

Introduction

The ADEK Student Administrative Affairs Policy outlines key requirements to ensure that students' transitions, admissions, attendance, and promotions are handled effectively. These procedures significantly impact students' academic, social, emotional, and physical well-being. The policy ensures a consistent and fair approach to student administrative matters.

Purpose

- Ensure fair, transparent decisions regarding admissions and grade placement.
- Facilitate smooth transfers between schools with minimal repetition of courses or grades.
- Set clear expectations for student attendance and punctuality.
- Outline the exceptional circumstances under which a student may not be promoted or accelerated.
- Provide appropriate transition support at key stages of the student's educational journey.

Definitions

- **Absence**: The state of not being physically present in class or at school.
- **Absence Rate**: The proportion of unauthorized absences relative to school days as per the approved school calendar. For mid-year admissions, this is calculated from the student's joining date.
- **Additional Learning Needs**: Requirements for support, modifications, or accommodations in a school setting, permanent or temporary, based on individual student contexts (e.g., disabilities, special needs, gifted students).
- **Admission**: The process through which students are accepted to the school, including enrollment and registration.
- **Academic Year**: The period in which students attend school, as defined by ADEK.
- **Attendance**: The state of being physically present at school or in class. The attendance rate is recorded relative to the total school days.
- **Clinical Assessment Report**: A report provided by professionals such as psychologists or doctors assessing a student's needs.
- **Cycle**: A stage in the educational process in Abu Dhabi. It is classified as Kindergarten (KG), Cycle 1 (G1/G2-G5/G6), Cycle 2 (G6/G7-G8/G9), and Cycle 3 (G9/G10-G12/G13).
- **Documented Learning Plan (DLP)**: A plan outlining personalized learning targets, curriculum modifications, and additional support tools agreed upon by school staff, parents, and students, such as Individual Education Plans (IEP) and Behavioral Support Plans (BSP).
- **Examination Leave**: Authorized absence for students to attend external examinations.
- **Enrollment**: The process of officially listing a child as a student in the school.
- **Lateness**: Arrival after the designated time for class.
- **Grade Placement**: Assigning a student to a grade/year, typically based on their age.
- **Maltreatment**: Physical, emotional, or sexual abuse, including neglect, exploitation, or bullying.
- **Parent**: The legal guardian of a child, as defined by Federal Decree Law No. 3 of 2016.
- **Present**: The state of being physically available at school or in class.
- **Promotion**: The progression of a student from one grade/year to the next.
- **Punctuality**: Arriving on time for school or class.
- **Receiving School**: The school a student transfers to.
- **Registration**: The process of uploading a child's information on the school's eSIS system and management system.
- **Retention**: When a student is held back in their current grade/year rather than promoted.
- **Sending School**: The school from which a student transfers.
- **Student Behavior**: The manner in which a student acts, particularly in regard to others.
- **Student Transfer**: The process of a student leaving one school to attend another.
- **Study Leave**: Authorized absence for students to study for examinations.
- **UAE General Education Certificate (Shahadat Al-Thanawiya Al-Amma)**: The certificate obtained after completing the UAE's general secondary education.

Admissions

School Admissions Policy

- ICS has developed and implemented an Admissions Policy aligned with ADEK's guidelines, available on the ICS website for prospective parents.
- ICS ensures a fair and transparent approach to admissions, without discrimination based on race, gender (excluding single-gender schools), special educational needs, disabilities, religion, beliefs, language, or medical conditions.
- ICS allows prospective parents and students to visit the school premises through clearly defined protocols.
- ICS clearly communicates the procedures and timelines for applications, offers, acceptances, and enrollment.
- ICS specifies the required documentation that parents must submit to complete their child's admission process.
- ICS follows inclusive admission practices for students with additional learning needs, as per the ADEK Inclusion Policy.
    - Parents are required to disclose all known information about their child's additional learning needs and submit any relevant documentation, such as clinical assessment reports.
    - **Inability to Accommodate**: ICS does not decline admissions for students with additional learning needs. In exceptional circumstances where the school cannot meet a student's needs, ICS will submit an inability to accommodate notification to ADEK and the parents.

Admissions Assessments

- ICS does not use assessments as a condition for determining student admissions.
- ICS is authorized to assess students through observations, interviews, and/or placement tests for KG, Cycle 1, and Cycle 2 students to understand their learning needs.
- Admission tests are only permitted when ICS can guarantee a grade placement for the child. The results of these tests will only be used to inform the level of learning support required.
- ICS may use formal assessments to determine grade placement in the following situations:
    - Students changing curricula in Cycle 3 (Grades 9/Year 10 to Grades 12/Year 13).
    - Students transitioning from alternative educational provisions (e.g., homeschooling or countries where grade/year equivalency cannot be established).
    - Students who have not attended school for more than two years.

Waiting List

- ICS will develop waiting list criteria when the school is oversubscribed, ensuring fairness and transparency. The criteria will be published on the ICS website and include:
    - A transparent selection process (including prioritization criteria) for offering a place once it becomes available.
    - The maximum number of students allowed on the waiting list.
    - The duration of the waiting list's validity. Waiting lists will be refreshed at least every term.

Offer and Withdrawal of a Place

- ICS will issue an offer letter once a student's application is approved by the admissions committee. The offer letter will clearly state its period of validity.
- The offer may be withdrawn if:
    - The parent has not completed the enrollment or re-enrollment procedures within the stipulated deadline.
    - Admission was obtained fraudulently.

Registration

- ICS will register all students on the Enterprise Student Information System (eSIS), as required by ADEK.
- ICS will request the following valid documents from parents and ensure they are up to date:
    - Child's contact information.
    - Copy of the child's birth certificate.
    - Copy of the child's passport.
    - Copy of the child's Emirates ID or diplomatic card with passport.
    - Copies of both parents' passports (if applicable) and evidence of UAE residency or diplomatic cards.
    - ICS will ensure medical records are submitted as per Department of Health (DOH) requirements and that nurses create DoH-compliant medical files for new students from schools outside the UAE.
    - For students transferring to ICS in Grade 2/Year 3 or above (including mid-year transfers in Grade 1), the sending school must issue a Transfer Certificate and a student performance report, attested if applicable.
    - If applicable, ICS will develop and monitor teaching and learning programs personalized for students with additional learning needs, following the ADEK Inclusion Policy.
    - If applicable, ICS may request a clinical assessment report from a qualified professional to assess the child's needs.
    - If a student transfers from a government school to ICS, a Leaving Certificate and a student performance report from the previous school are required.
    - ADEK reserves the right to request any additional documents as needed.
- Non-UAE transfer students are temporarily exempt from submitting their Emirates ID during the registration period if it is unavailable. Parents will be asked to sign an undertaking to submit the ID by the end of the term.
- ICS will update the student's profile in eSIS with the new Emirates ID once available (except for students with diplomatic cards).
- ICS will maintain and store all student admission files in line with the ADEK Records Policy.

Enrollment and Re-enrollment

- ICS is authorized to enroll students throughout the year (subject to available space and fulfillment of admissions requirements) before the ADEK enrollment cut-off date.
- ICS will re-enroll all current students for the upcoming academic year, provided that all re-enrollment conditions set by ADEK are met.
    - ICS will publish a clear re-enrollment procedure, detailing the prerequisites and timelines.
    - ICS will automatically re-enroll existing students for the next academic year, subject to fee payment requirements (in accordance with the ADEK Fee Policy), unless parents choose to withdraw their child from the school.

Placement of New Students

- ICS will place all new students in a grade/year corresponding to their age, as per ADEK's Age Cut-Offs for Grades/Years. Any exceptions to this must be 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		

- *The cut-off date for schools teaching the Japanese curriculum is 1 April.

ICS Grade Placement for Transferring Students

- ICS will determine the grade placement for transferring students based on the last grade/year completed, as indicated on the Transfer Certificate.
    - ICS will not place students who have been out of school for more than two years in a grade/year level more than two years behind their age-appropriate grade/year level.
    - When evaluating the placement of students with additional learning needs, ICS will carefully consider the students' Documented Learning Plans (DLPs), in line with the ADEK Inclusion Policy, to ensure appropriate support and placement.
    - Provide targeted transition support for new and transferring students, especially for those with additional learning needs.

- Support must also be available for students transitioning between school cycles, with individualized learning plans where necessary.
- Schools must prepare students for life after graduation, offering guidance on pathways such as higher education, vocational training, or homeschooling, in line with ADEK policies.

Attendance

- **Requirements**:
  At the start of each academic year, ICS will develop, implement, monitor, and regularly review the Attendance Policy. This policy will be communicated to parents and published on the ICS website. The Attendance Policy will include the following:
    - **Defining Attendance and Punctuality**:
      ICS defines attendance and punctuality and establishes clear procedures to ensure compliance.
        - ICS will have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
        - ICS will establish a system to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students and, if requested, students in lower grades, in line with the ADEK Safeguarding Policy.
        - For compulsory grades (Grade 1/Year 2 and above), ICS will identify students with unauthorized absence rates above 5% of the total calendar days as a "cause for concern."
            - ICS will determine whether to identify the student as being at educational risk, following the ADEK Educational Risk Policy.
            - If absences lead to reasonable suspicions of maltreatment or neglect, ICS will report this in line with the ADEK Student Protection Policy.
        - For Kindergarten (KG), ICS will flag overall absence rates (authorized and unauthorized) above 10% of the total calendar days as a "cause for concern." ICS will escalate cases as necessary in line with the ADEK Educational Risk Policy and/or ADEK Student Protection Policy. Parents will be advised of the potential impact of persistent absences on learning and progression.
        - Students with additional learning needs must comply with ICS's attendance requirements. However, ICS is authorized to accommodate leaves requested for medical or therapeutic reasons.

Ensuring Attendance Compliance:
ICS will establish procedures to ensure attendance compliance, which include:

- Recording daily attendance.
- Managing absences in line with the ADEK Student Happiness Committee’s guidelines.
- Recognizing excellent or improved attendance.
- Reporting attendance daily to ADEK through eSIS.
- Safeguarding against travel-related absences before school breaks by ensuring lesson plans are engaging and not “light” during the last week before a term ends, to prevent absences.
- Effectively communicating the importance of good attendance to parents, students, and staff, along with the consequences of poor attendance.

Authorized Absences:
ICS will authorize absences if supported by a signed letter from parents or official documents from relevant authorities. Authorized absences include:

- Illness.
- Death of a first- or second-degree relative.
- Pre-scheduled medical appointments.
- Official community tasks.
- Mandatory appearances before official bodies.
- Urgent family travel for reasons such as medical care, escort leave, or death in the family.
- Attendance at conferences, competitions, or events with the Principal's permission (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays not classified as public holidays in the UAE.
- Examination leave for board and pre-collegiate exams (approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate exams, with ADEK approval).
  - ICS will remain open for learning during study leave and provide adequate support to students not taking leave.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.
- For authorized absences, ICS will inform students of any missed work and provide opportunities to complete missed assignments or tests.

- **Punctuality**:
  ICS will:
  - Excuse students who are late in the morning due to adverse weather conditions or any other exceptional circumstances deemed appropriate by the school administration.
  - Implement a mechanism to approve and manage punctuality (e.g., requiring students to register at the reception for a late pass).
  - Take appropriate action if a student is late on three or more occasions within an academic year, in line with the ADEK Student Behavior Policy.
- **Maintenance of Attendance Records**:
  ICS will ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.
- **Intervention Mechanism for Students at Educational Risk**:
  ICS is authorized to identify students with low attendance as "students at educational risk."
  - ICS will work with the student and their parents to implement an intervention plan in line with the ADEK Educational Risk Policy.

Promotion

- **Requirements**:
  ICS will develop and implement a Promotion Policy that includes the following elements:
  - **Age Requirement**:
    ICS will establish the age requirements for grade placement as outlined in ADEK's Age Cut-Offs for Grades/Years.

- **Mandatory Promotion**:
  ICS will promote all students with their peer group sequentially from one grade/year to the next, provided they meet the promotion requirements for the previous year.
    - **Exceptions to Mandatory Promotion**: ICS will not retain students in a grade/year unless a Cycle 2 or 3 student does not meet the promotion requirements set out by ADEK and fails to make progress after interventions identified in the ADEK Educational Risk Policy.
        - If a student meets the promotion requirements but does not meet their DLP objectives, ICS will promote the student and adjust their DLP objectives accordingly.
        - ICS will not retain a student in Cycle 2 or 3 in the same grade/year for more than two consecutive years.
        - ICS will not retain any student in more than two different grades throughout their schooling.
        - **Voluntary Grade Repetition**: ICS may allow a student to repeat a grade/year upon request from the parents, if it is deemed to be in the best interest of the student's well-being.
        - If parents request grade/year repetition to improve the student's grades, ICS is authorized to use its discretion in making the decision.
        - ICS will obtain ADEK's approval before retaining a student.
- **Exceptions for Students with Additional Learning Needs**:
  ICS will consider, on an exceptional basis, requests from parents of students with additional learning needs for their child to be retained in a grade/year in Cycle 2 or Cycle 3. This decision must be made in close collaboration with the parents and approved by ADEK.

- **Supporting Students at Educational Risk**:
  When a student is identified as being at risk of not being promoted:
    - ICS will follow the requirements outlined in the ADEK Educational Risk Policy.
    - ICS will notify the parents and involve them in planning support and intervention measures for the student.

Transition Support

- **Supporting Transition Throughout the Educational Journey**:
  ICS will provide targeted transition support at key stages of a student's educational journey. This includes the following phases:
    - **Admissions**:
      ICS will establish programs to support new students entering the school, particularly for:
        - Students starting school for the first time or coming from alternative early education settings.
        - Students transferring from specialized provision, homeschooling, or other types of educational provision.
        - Students participating in exchange programs.
        - Students with additional learning needs, in line with the ADEK Inclusion Policy.
    - **Promotions**:
      ICS will create transition plans for students moving between cycles and promotions.

- ICS will establish targeted DLPs to support students who have not been promoted or who have accelerated, following ADEK's Inclusion Policy.
- ICS will prepare students transitioning between cycles by offering support in the year prior and during their first year in the new cycle.

- **Graduation and Leaving School**:
  ICS will develop programs to support students' transitions after graduation or switching pathways. ICS will help students prepare for higher education, vocational training, homeschooling, and other non-mainstream education systems, in accordance with ADEK's CU Guidance Policy and Inclusion Policy.

Compliance

- ICS will comply with this policy by AY 2025/26. Failure to do so may result in legal accountability, with penalties imposed in accordance with ADEK and federal regulations.