Model Private School

Student Administrative Affairs Policy

(Aligned with ADEK Student Administrative Affairs Policy, Version 1.2, September 2026)

Review Date:	September 2026		
Next Review Date:	September 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	30-September -2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	30-September-2026

Introduction

Model Private School is committed to maintaining effective, fair, and transparent administrative processes that ensure smooth student transitions across all stages of schooling—from admissions and registration to attendance monitoring, promotion, and transfer.
This policy outlines the school's framework for student administrative affairs in accordance with the ADEK Student Administrative Affairs Policy (Version 1.2, 2026) and relevant circulars, ensuring the wellbeing, consistency, and equitable treatment of all students.

Purpose

This policy aims to:

- Ensure that admissions, grade placement, and promotions are conducted in a transparent and equitable manner.
- Facilitate seamless student transfers and transitions between grades, cycles, and schools.
- Set clear expectations and procedures for student attendance, punctuality, and absence management.
- Support the academic, emotional, and social wellbeing of all students during transitions and administrative processes.
- Ensure full compliance with ADEK's policies and the recent updates to attendance, absence, and punctuality requirements.

Scope

This policy applies to all Model Private School students, parents, teachers, and administrative staff involved in the processes of **admission, registration, attendance, promotion, transition, and withdrawal**.

1. Admission Policy

1.1 Purpose

Model Private School upholds fair, transparent, and inclusive admission practices that promote equal access for all students, in full compliance with the **ADEK Student Administrative Affairs Policy (v1.2)** and the **ADEK School Inclusion Policy**.

1.2 Non-Discrimination

Admission is open to all eligible students regardless of **nationality, gender, religion, disability, or additional learning needs**. The school does not conduct selective entrance examinations and ensures that no applicant is denied admission due to learning differences or disabilities.

1.3 Admission Procedures

- The school publishes admission procedures, timelines, and eligibility criteria on its website and official communication platforms.
- Parents may visit the campus for a guided school tour prior to enrollment.
- Applications are accepted on a rolling basis until ADEK's **enrollment cut-off date**.

1.4 Documentation Requirements

Parents/guardians must submit the following documents for admission and registration:

1. Completed school registration form.
2. Copy of the student's **passport**, **birth certificate**, and **Emirates ID** (or diplomatic card with passport).
3. Copies of **parents' passports** and proof of valid UAE residence.
4. **Medical records** compliant with the **Department of Health (DoH)** regulations and signed consent forms.
5. **Transfer Certificate** and **Student Performance Report** (attested if applicable, for Grade 2/Year 3 and above).
6. **Documented Learning Plan (DLP)** and/or **Clinical Assessment Report**, if applicable.
7. **Leaving Certificate** (for students transferring from government schools).

Note: Non-UAE transfer students may temporarily enroll without an Emirates ID card but must submit it by the end of the term of admission.

1.5 Inclusive Admission Practices

- The school welcomes students of determination and those with additional learning needs.
- Parents are required to disclose relevant educational or clinical information to help the school plan appropriate support.
- Where a student's needs cannot be adequately met despite reasonable accommodation, the school will notify **ADEK and the parents** through an "Inability to Accommodate" form as per ADEK procedures.

1.6 Assessment for Placement

- Admission tests are **not used for selection** but may be administered to determine the student's **grade placement or learning support needs**.
- Formal assessments may only be used in special cases, such as:
    1. Curriculum transfer in Cycle 3 (Grades 9–12).
    2. Students who have been homeschooled or coming from countries without grade equivalency.
    3. Students who have not attended school for more than two years.

1.7 Grade Placement

- Students are placed according to **ADEK's age cut-off table** (31 August for September-start schools).

- Grade placement for transfer students is determined by their last completed grade as stated on the Transfer Certificate.
- Students will not be placed more than two grades below their age level, even after prolonged absence.

1.8 Enrollment and Re-enrollment

- Enrollment is accepted subject to availability of seats and ADEK approval timelines.
- Existing students are **automatically re-enrolled** each year upon meeting school fee and conduct requirements, unless parents formally withdraw the student.
- Clear re-enrollment procedures and timelines are communicated to parents annually.

1.9 Record Management

All admission and student records are securely stored in accordance with the **ADEK School Records Policy** and updated regularly on **ADEK's eSIS platform**.

2. Attendance Policy

2.1 Purpose

Model Private School emphasizes the importance of regular attendance and punctuality as key factors in student achievement and wellbeing. This policy is established in alignment with ADEK's **Student Administrative Affairs Policy (v1.2, 2025)** and **Circular ECO_2025_017** to ensure consistent attendance monitoring and parental engagement.

2.2 Attendance Requirements

- Attendance is recorded **daily** for all classes and uploaded to **ADEK's eSIS** system.
- The school shall **contact parents within 2 hours** of any unreported absence.
- Cycle 3 students' arrival and departure are recorded electronically for safety monitoring.
- Attendance below **95% for Cycle 1–3** or **90% for KG** is considered a **cause for concern** and may trigger intervention under the **ADEK Educational Risk Policy**.

2.3 Authorized Absences

Authorized absences include:

1. Illness or medical appointments.
2. Death of a first- or second-degree relative.
3. Official community or government task.
4. Mandatory court or official appearance.
5. Urgent family travel for compassionate or medical reasons.
6. Participation in school-approved competitions, events, or conferences.
7. Religious holidays not listed as UAE public holidays.
8. Examination or study leave approved by ADEK.
9. Therapeutic or medical leave for students with additional learning needs.
10. Government-approved school closures (e.g., extreme weather).

For authorized absences, teachers will provide opportunities for students to make up missed assignments or assessments.

2.4 Absence Due to Illness (As per ECO_2025_017 Amendment)

- Parents may submit a **written sick note** for absences of up to **3 consecutive days**.
- From the **4th day onward**, a **DoH-licensed physician's medical certificate** is mandatory.
- A maximum of **12 school days per year** may be excused for illness without a medical certificate.
- Students with chronic medical conditions requiring extended absences must submit official medical documentation.

2.5 Punctuality

- Students are expected to arrive **before the first bell** each school day.
- Delays due to severe weather, transportation issues, or emergencies may be excused at the Principal's discretion.
- Frequent lateness will result in parental notification, counseling, and possible intervention.
- The school maintains a **late registration log** to monitor punctuality patterns.

2.6 Attendance Record Maintenance

- Class teachers mark attendance daily and submit records to the **central administration** for eSIS entry.
- Monthly attendance data is reviewed by the **School Wellbeing Committee**.

- Attendance irregularities will be reported to ADEK in accordance with the **Student Protection and Educational Risk Policies**.

2.7 Attendance Interventions

- Students with repeated or unexplained absences will be flagged as **"Students at Educational Risk."**
- The school will implement a structured **Intervention Plan** involving parents, counselors, and teachers to restore regular attendance.
- In cases where absences indicate neglect or abuse, the matter will be referred immediately under the **ADEK Student Protection Policy**.

3. Promotion and Grade Progression

3.1 Promotion Criteria

Students shall be promoted sequentially if they meet the learning and assessment standards of their grade level.
Retention or acceleration is permitted only under ADEK-approved circumstances.

3.2 Retention Policy

Retention is **strictly exceptional** and applicable only when:

- A Cycle 2 or 3 student fails to meet curriculum requirements despite interventions.
- A student voluntarily repeats a grade upon parental request for wellbeing reasons.
- Approval from ADEK is obtained prior to implementation.

3.3 Students with Additional Learning Needs

For students with **Documented Learning Plans (DLPs)**, promotion decisions shall reflect both academic and developmental progress, in accordance with the **ADEK Inclusion Policy**.

4. Transition Support

Model Private School provides structured transition programs to ensure smooth student progression:

- **New Admissions:** Orientation for new students and parents.
- **Between Cycles:** Familiarization activities and counseling during transitions between primary, middle, and senior sections.

- **Graduation and Leaving:** Guidance on career pathways, higher education, or alternative schooling options per the **ADEK Career and University Guidance Policy**.

5. Compliance and Review

5.1 Effective Date

This policy takes effect from **Academic Year 2024/25 (Fall Term)**.
Full compliance is required by **Academic Year 2025/26 (Fall Term)**.

5.2 Monitoring and Accountability

- The **Principal** and **School Administrative Officer** shall oversee implementation.
- Compliance will be reviewed annually or when new ADEK circulars are issued.
- Non-compliance will invite corrective measures as per ADEK's regulatory requirements.

Authorized Personnel: **Principal: Mr. I J Nazari**

Committee members:

1. Dr. Abdul Rasheed. Vice Principal.
2. Mr. Mohamed Rafeek (HOS Boys-secondary)
3. Ms. Nitha Shibu. (HOS- Girls secondary)
4. Ms. Sheeja Shafi (HOS - Primary).
5. Ms. Varalakshmi (HOS – KG & Lower Primary).
6. Ms. Noor Ayesha –(HOI –Inclusion department)
7. Ms. Aysha Shareefa (Admin staff).
8. Ms. Nafeesa Saba (facility manager)
9. Mr. Shanahas. (Transport in charge)
10. All student council members

Approved by: Principal – *Model Private School*
Date of Approval: September 2026
Next Review: September 2027