



مدارس أدنوك  
ADNOC SCHOOLS

**ADNOC Schools**  
**Student Administrative Affairs**  
**(Admissions & Registration Policy)**  
*Reviewed in August 2024*  
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# ADNOC Schools

## Admission & Registration Policy



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ADNOC SCHOOLS

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### Vision

ADNOC Schools, in line with the UAE government's pioneering initiatives, aim to become a premier school in the region; graduating highly competent, socially responsible, future leaders.

### Mission

The mission of ADNOC Schools is to prepare Emirati and other students, through an academically rigorous curriculum, to achieve their highest potential in a global, technologically advanced society, where Arabic and Islamic values are honoured and cultural differences are respected.

## Section 1: Admissions Overview and Procedure

### 1. Admissions Overview

Quality education is one of the most valuable aspects of anyone's life and by enrolling with ADNOC Schools, you will give your child the opportunity to secure an outstanding education and thrive in an environment of excellence, propelling them to the world's most prestigious universities. We strive to deliver a world-class education that empowers students to make a meaningful and lasting contribution to society. ADNOC Schools teach the highly regarded four core subjects of the US Massachusetts State curriculum.

We encourage you to enroll with ADNOC Schools and watch your children flourish as socially responsible citizens and future national leaders.

Under the direction of Aldar Academies, Abu Dhabi's leading private education provider, ADNOC Schools is building on its success to empower your child with the skills to excel in an academically rich environment while developing into confident, responsible, and respectful global citizens.

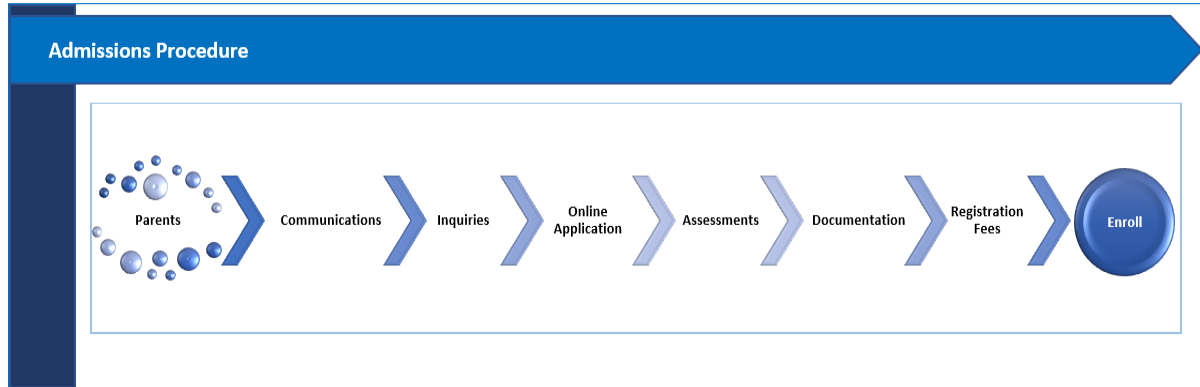
### 2. Admissions Procedure

ADNOC Schools does not discriminate in the admission of its students. Everyone is welcome at ADNOC. Applicants to ADNOC Schools are selected based on academic achievement and good behavior records. The Admissions Committee considers current capacity at the recommended grade level, student aptitude, and social/emotional maturity, with special attention given to each applicant's prior academic and non-academic records in school.

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The process outlined below shows the steps administered by ADNOC Schools Admissions and Management.



### 2.1 Communications:

Before admissions open, ADNOC Schools initiate promotions and communications plans to reach out to the community. The following is a brief overview of the communication process for ADNOC Schools enrollment plan:

#### ➤ Internal Communications:

- **ADNOC Schools Staff Communication:** An Internal email will be sent to all ADNOC schools' employees regarding the new enrollment date.
- **ADNOC Schools Existing Parents Communication:** Parents will be contacted regarding the new enrollment date via:
  - SMS
  - Emails

#### ➤ Advertisements:

As we understand our customers' needs, we build advertisements that are specifically suited to meet those needs on the platforms below:

- School Website updates
- Social Media channels
- Tv Installation on receptions
- School promotional videos
- Marketing videos on ADNOC petrol station screens & Yas Mall Screens
- Virtual tour on the school website

### 2.2 Inquiries:

When parents start to express their interest to enroll their children in ADNOC Schools, they can reach the Admissions Team through the following channels:

- **Website:** Any submitted [inquiry](#) through the website is replied with a customized email by the admission office, in addition, FAQs are available on the school website with information about the school.
- **Emails and phones:** Each inquiry is processed with customized information, along with a checklist of the steps they need to apply for admission.
- **Face to face:** Parents can visit the admission office for more personalized support and assistance with their inquiries about admissions procedure and how to apply. Parents will be advised to apply online through school website.

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- **Printed communications:** Brochures and flyers are available in the reception area and admission office.

### 2.3 School Tours:

ADNOC Schools values the importance of visiting and touring a school before making the decision to enrol. We encourage all future students and their parents to visit our school campuses to meet with a member of our school leadership team or a representative from our Admission Team, and potentially meet with some of our senior high school students. A school tour is highly recommended for parents and potential students to learn more about our school's culture, the courses we provide in addition to the extra-curricular activities, and the school facilities.

- To book a visit, please contact our Admissions Team via the [Contact Admissions Form](#) and a member of our team will contact you to agree on a mutually suitable time and date for you and your family to visit the school.
- A Virtual Tour is also available online on our school website. [Click here](#) and enjoy visiting our campuses online.

### 2.4 ADNOC Schools Enrollment System:

#### ➤ What is Enrollment System?

ADNOC Schools new enrollment system (PowerSchool) is an online system that combines all activities involved in the entire enrollment process and integrates them into the system. The overall objective of the enrollment system is to help the admissions team to enroll students efficiently. The new enrollment online system (PS) is effective and user-friendly as it facilitates in keeping records and in generating reports. The online system also assists in the process of entering and verifying student data. All information will be kept securely in a database that will help minimize issues such as loss of records.

#### ➤ Why do we need it?

One of the current effects of strong competition from institutions is the growing need for schools to enhance systems to better serve applicants' queries and concerns. This is where enrollment systems come into play: simplifying and accelerating student enrollment.

### ADNOC Schools Enrollment system consists of different stages:

#### ➤ Online Application:

The admissions team processes more than 1500 applications per year. Parents can apply for a place at one of the ADNOC Schools campuses with easy steps via the [Online Application Form](#) which is the first step of the enrollment system. After applicants hit "submit," a comprehensive, research-based review begins. To help manage the volume of applications, as well as the expectations of applicants for status updates, the admission team will adopt a series of efficiencies:

- **Proactive Outreach:** Parents receive an email notification alert with their application status.
- **Projection:** High-level statistical analysis is run so that we can predict the exact number of students to admit and meet the enrollment target.

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### Online Application Process

STEP 1: Once admission is open (November), parents/guardians can access and complete the form through the school website.

STEP 2: Upload a copy of the child's passport or Emirates ID, and their report cards from their latest 3 years (if applicable).

STEP 3: Submit the application. You will then receive an automated submission notification email.

#### ➤ Admission Priority:

Places are offered on the following order of priority:

- Siblings of current ADNOC Schools' students.
- Children of ADNOC Schools staff.
- Transferring students from another ADNOC Schools' branch: Parents must inform the Admissions team in their current branch to proceed with the transfer process.
- Children of employees within the ADNOC group.
- Former ADNOC Schools students wishing to return.
- Children of former ADNOC Schools students.
- All other students meeting admission requirements.

#### ➤ Waiting list:

If the number of applicants exceed the number of seats available during the selection process, a notification email will be sent to parents. Priority for school places will be given to the siblings of current ADNOC Schools' students, second priority is for first come basis. If a place becomes available, parents will be contacted immediately. If a student is selected and the applicant failed to attend the entrance interview or assessment, the application will be returned to the waiting list. Applications on the waiting list are not automatically moved to the next academic year and applicants are advised to reapply for each year.

#### ➤ Age-appropriate (as of 31 August):

- **KG1 – Grade 1:** The age of the child on August 31<sup>st</sup>:

Grade	Minimum Age on 31 <sup>st</sup> August	Date of Birth for AY2024/2025
KG1	4 years	1 <sup>st</sup> September 2019– 31 <sup>st</sup> August 2020
KG2	5 years	1 <sup>st</sup> September 2018 – 31 <sup>st</sup> August 2019
Grade1	6 years	1 <sup>st</sup> September 2017 – 31 <sup>st</sup> August 2018

\*Grade1/Year2 accepted age range is 6 to 8 years as long as the date of birth falls on or before 31<sup>st</sup> August.

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- **Grade 2 and above:** Please note, the school shall apply ADEK guidelines relevant to transfers from schools delivering other curricula (i.e., UK National Curriculum for England). For example, if a student completed Year 3 the previous academic year, the student will be placed in Grade 3 (which is equivalent to Year 4).

Grade System KG1 (4 years of age by 31 <sup>st</sup> August)	Pre-KG	KG1	KG2	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12
Year System FS1 (3 Years of age by 31 <sup>st</sup> August)	FS1	FS2	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13

- Students must be at an appropriate academic level for their grade to ensure placement.

### Admission to G10, G11 & G12:

Students transferring from other schools and applying for grades 10, 11, & 12 will need their transcripts reviewed for credit transfer / equivalency evaluation by campus Head/Counsellor before a final decision is made on admission.

### ➤ Entry Assessments and Requirements:

If places are available, the Admissions Team will request initial documents to plan for the applicant's entrance assessment. The purpose of the assessment is to evaluate the skills of your child and, in the case of younger children, assess school readiness and level of maturity. The assessment will provide a basis for the school to identify any support or intervention deemed necessary.

The school cannot accept a child for enrolment until the entrance assessment is conducted, to ensure that we are able to provide an appropriate program for his/her needs.

### Required documentation for the assessment:

- Applicant's passport copy or Emirates ID (uploaded in online application)
- Latest 3 years report cards (uploaded in online application)
- School Recommendation letter filled by current school.

*Failure to submit the required documents within 10 days from receiving the first official call/email from the Admissions Team, is grounds for ADNOC Schools to cancel the application. Should this happen, the application will be placed on the Waiting List. Moreover, if the applicant is absent without prior notification, he/she will not be eligible for another assessment date and the application will be placed on the waiting list (excluding unavoidable circumstances).*

- **Assessment Criteria:**
- **KG1 and KG2 Students:** Are invited to attend an Early Learning Interview. The purpose of the interview will provide a basis for the school to assess school readiness and levels of maturity. Please be advised that at ADNOC Schools, we expect all children to be fully toilet-trained when starting school.

- **Grade 1 and Grade 2 Students:** Classroom based assessments are conducted on an individual basis. The student will complete a written assessment in English and Math independently.
- **Grade 3, Grade 4, and Grade 5 Students:** Undergo a computerized basic entrance MAP assessment. The students' results from the MAP test are used to determine their content knowledge and skills in addition to whether they meet the academic standard for the applied grade level.
- **Grade 6 to Grade 12 (Middle and High School Students):** Undergo a Computerized Admissions Entrance Exam Test in Math and English. For successful admission to our school, the applicant student must pass Math and English. Note: Grade 11 and Grade 12 students are also required to complete additional assessments for the elective Science courses. Following a successful examination, follow-up meetings will be held with the School Career Counsellor to discuss options and other potential academic entry requirements.
- **Admission decision:** After the child gets assessed, the assessment results will be shared with the Academic Committee for revision and decision (acceptance or denial). Assessment/Interview outcomes are issued within 10 working days from the date of the assessment or interview. Test results are not shared and ADNOC Schools reserves the right to refuse requests for a second test and interview.
- **Denied applicants:** Parents of denied applicants will be notified by email with the admission decision.
- **Documentation:**
  - Accepted Applicants:**  
The accepted applicants will receive an email with the registration link to continue the admission formalities to upload the following documents:
    - Applicant photograph
    - A copy of the applicant's birth certificate
    - A copy of the applicant's passport
    - A copy of the applicant's Residence Visa
    - A copy of the applicant's immunization record
    - A copy of the applicant Emirates ID (both sides)
    - A copy of the Father Emirates ID (both sides)
    - A copy of the Mother Emirates ID (both sides)
    - A copy of the parent/guardian's passport
    - In case of divorced parent: copy of the guardian passport + custody letter
    - In case of the father's death, death certificate is required
    - A copy of the Final School Report for the Academic Year 2023/2024. (Esis report if applicable, Required by 14 July 2024)
    - A School report copy of Term 1 for the Academic Year 2023/2024 (Esis report if applicable).
    - A copy of the Final School Report for the Academic Year 2022/2023 (Esis report if applicable).
    - A copy of the Final School Report for the Academic Year 2021/2022 (Esis report if applicable).
    - Transfer Certificate or Leave Certificate (Required by 14 July 2024)



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- Copy of Electricity Bill or Tenancy Contract
- Medical reports or SEN reports (If applicable)
- Parent Handwritten Signature

Once applicants complete the registration forms and upload the requested documents, the Admissions Team will review and follow up with the checklist. A notification email will be sent in case of missing information/documents.

### ➤ Registration Fees:

The Admissions Team will formally communicate with parents after completing the registration procedure and send the placement offer. This communication will include a Registration Fee invoice of 5% of the tuition fee which is payable at the school campus or via Bank Transfer. Please refer to our [Tuition Fees](#) section for further details. Payment of the Registration Fee will secure the child's school place. The Registration Fee is deductible against the child's Term 1 tuition fees and is non-refundable. If Registration Fee is not received within 10 days of the offer, we reserve the right to offer the place to another applicant and your child will be moved to the waiting list. Please note that parents will be required to pay the full Term 1 fees to secure their child's place for the coming academic year if the enrollment was completed during July and August. The Finance team will confirm the receipt of payment to issue the acceptance letter with all the details for ADEK/MOE registration.

### ➤ Survey:

As ADNOC Schools continuously strive to make parents experience better, parents will receive a survey after acceptance about their admission process experience and their feedback which will allow ADNOC Schools to enhance its services and serve parents better.

### ➤ Enroll / Registration:

All pending requirements and payment of applicable tuition fees must be submitted before the child's date of join. No student should be registered in the school without completing their transfer process and fulfilling ADEK requirements. We maintain close communication with the registration office and parents to ensure that required enrollment steps are completed before the joining date. To complete enrollment procedures, please follow the outlined requirements below according to the type of transfer:

- Transfer between Schools (Private Schools Within Abu Dhabi Zone)
- Applicants who have not attended nursery or school: (The applicant does not have an eSIS number)
  - The original Emirates IDs for the student, father, and mother are required once the applicant has been accepted.
- Applicants who have attended nursery or school.: (The applicant have an eSIS number)
  - Seat reservations are made through the eSIS system.
  - If the applicant exceeds the seat reservation deadline, the previous school will initiate the transfer process on the eSIS system to ADNOC Schools, using the eSIS number (9267).
  - If the applicant has a block on eSIS from their previous school due to outstanding fees, The block must be removed to avoid losing the reserved seat or preventing the transfer process.

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- If the applicant withdrawn by the previous school, the parent must provide the school with Previous Report Card & withdrawal Transcript stamped by ADEK
- Transfer between Schools (Public Schools (MOE) Within Abu Dhabi Zone)
  - Registration on the eSIS system is mandatory, and parents must provide the school with a copy of the previous report card and withdrawal transcript stamped by ADEK.
- **Institutional Transfer**
  - Registration on the eSIS system is mandatory, and parents must provide the school with a copy of the previous report card and withdrawal transcript attested by ADEK.
- **British Transfers (Applying Grade 10,11,12)**
  - Submitting the MOE Approval Certificate from the Ministry of Education (MOE) by applying through the MOE link:  
<https://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalentmove.aspx>
  - Providing the school with a copy of eSIS Final Report Card and Transfer Certificate (either signed & stamped by the school or attested by ADEK)
- **Transferring between Other Emirates within UAE**
  - Registration on the eSIS system is mandatory, and parents must provide the school with a copy of the previous report card and withdrawal transcript attested by ADEK.
- **Transferring from OUTSIDE UAE**
  - The original Emirates IDs for the student, father, and mother are required once the applicant has been accepted.
  - If the original Emirates IDs are not issued, the parent must provide the school with a copy of Court order of registration from the Court Department application.
  - Final School Report Card for the current Academic Year must be ATTESTED in your home country and by the UAE Embassy in your home country unless it is being issued in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Holland, Iceland, Luxemburg, Mexico, New Zealand, Norway, Poland, Portugal, Spain, Sweden, UK, or USA. If the Final School Report Card is being issued in a GCC, it needs to have stamped by the Ministry of Education from the country from which it is being issued.
  - Transfer certificate must be ATTESTED in your home country and by the UAE Embassy in your home country unless it is being in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Holland, Iceland, Luxemburg, Mexico, New Zealand, Norway, Poland, Portugal, Spain, Sweden, UK, or US. If the end-of-year report is issued in a GCC, it is required to be stamped by the Ministry of Education from the country from which it is being issued.

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### 2.5 Applications Closing Date:

Certain grade levels may be closed for admissions during the academic year due to high demand, therefore the online application form can only be completed for grades where we have availability. However, if you wish to be placed on our waiting list, parents are encouraged to complete the [Contact Admissions Form](#). As soon as seats are released, parents of those applicants on our waiting list will be contacted on a first-come-first-served basis. Please note that the transfer window for students transferring within Abu Dhabi closes in October and closes in May for students who are transferring from outside Abu Dhabi. The first day of school for students joining during the academic year will be advised following approval from ADEK.

### 2.6 Re-Registration of Current Students Attending ADNOC Schools:

All current students are required to be re-registered to secure their school place for the upcoming academic year. Parents will be issued with a Re-Registration Fee invoice for 5% of their Tuition Fees in April. Please note that the Re-Registration Fee is deductible against your child's Term 1 tuition fees and is non-refundable.

### 2.7 Withdrawals:

- ❖ If a student will not be registering for the following year, parents are required to inform the school at least two weeks prior to withdrawal by submit the withdraw request online through the link:  
<https://registration.powerschool.com/family/gosnap.aspx?action=40372&culture=en>.
- ❖ The Pastoral Lead for the grade level checks the withdrawal application for the last date of attendance.
- ❖ The application then undergoes approval by the finance department.
- ❖ Once approved by finance, the withdrawal process is completed on eSIS based on the type of transfer requested.

### 2.8 Campus Transfer (Among ADNOC Schools):

For any transfer requests among ADNOC Schools campuses, admissions team must check the seat availability in the applied grade and schedule an assessment for the student. The guardian will be requested to fill the internal transfer form and provide an official letter from their work (if this is the reason of transfer). Moreover, the student must fulfil the following:

- Meet grade-level expectations on the MAP assessment.
- Has clearance from the Finance department that they have no outstanding balance.
- Obtain principal approval of the school to transfer contingent to their behavioural and academic records.
- Conduct an interview with the Principal, AVP Pastoral and counsellor.
- Then Head of Admissions will approve the request and Admissions team will update both PowerSchool and eSIS accordingly.
- Students who intend to transfer between ADNOC Branches: Parents must inform the Admissions team in the current branch to proceed with the transfer.

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### 3. Medical/Escort Leave:

Students leave the school for medical reason or escorting the family for medical reason will be handled as follows

- ❖ Parents are required to complete the school leave form.
- ❖ A parent must sign the Medical/Escort undertaking letter based on the type of leave.
- ❖ Parents must provide the school with a copy of the Medical Report and a "To Whom It May Concern" letter issued by HAAD.
- ❖ Supporting documents should be uploaded to eSIS System on Student information screen.
- ❖ Students will be shifted to online mode of learning.
- ❖ The school will provide parents with a learning support plan during Medical/Escort leave.

Teachers will check in with students during their Medical/Escort leave regarding class attendance, required quizzes, and assignments.

### 4. Admissions of People of Determination:

#### ➤ Terms and Policy:

ADNOC schools are a fully inclusive academic provider. We are committed to provide your child with special education services in the least restrictive environment to enable him/her to reach their full potential, promote their wellbeing and accommodate their needs to access the curriculum.

ADNOC Schools accept students with mild to moderate disabilities that fall under People of Determination categories as listed by ADEK in private schools (Policy No: 48)

- Applicant with learning difficulties and disorders.
- Applicant with physical and sensory disabilities.
- Applicant with emotional and behavioural disorders.
- Applicant with other special needs.

Prior to admission the caregiver of the student with special needs should provide the school with updated external tests that would give a detailed description of the child case and needs. An extra 50% of the school fee will be added to Students receiving Special Education Services.

The parents will need to sign the Tuition Fee No Objection letter upon admission and/or diagnoses, and this will not apply for those who provide shadow teacher. All students with identified Mild to Moderate disabilities will be placed in classes with their respective age groups.

Promotion between Elementary, Middle school and High school cycles is subject to the outcomes of the transition assessment and provision availability. The school will not be able to properly assist People of Determination where relevant reports are not submitted, or where disclosure of relevant information is not communicated to the school.

#### ➤ People of Determination Admissions Procedure:

Admission of identified students seeking placement in ADNOC Schools

- Caregivers will need to provide the school with the following where applicable:
  - Updated Psycho-Educational report: standardized assessment not dated over 6 months.
  - Relevant Medical reports.
  - Other assessment needed depending on the case.

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- The admission department will refer the student to ADNOC Schools Inclusion Department for further testing.
- The student with additional learning needs will be fully evaluated to establish if the school can accommodate their needs, and if so, with what level of required support and intervention.
- The inclusion department will interview the family and the student after reviewing all diagnostic and evaluative reports.
- When required the inclusion department will do observations of the student in their current setting and meet with specialists working with the child to ensure the correct placement and a successful transition.
- The Inclusion department will send a report to admission with recommendation of enrollment or rejection of candidacy based on the severity of the case and the provision availability.

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### Section 2: About ADNOC Schools

#### 1. ADNOC Schools Branches and Campuses:

Branch	Elementary Campus	Female Campus	Male Campus
Sas Al Nakhl	KG1 and KG2 Grade 1 to Grade 5	Grade 6 to Grade 8 Grade 9 to Grade 12	Grade 6 to Grade 8 Grade 9 to Grade 12
Madinat Zayed			
Ruwais			
Ghayathi		n/a*	n/a*

\* Grade 5 students are automatically transferred to Grade 6 Male and Female campuses at Ruwais.

- Maximum of 25 students for KG 1 and 2
- Maximum of 30 for Grade 1 through Grade 12

#### 2. ADNOC Schools Timings:

##### ➤ School Timings for Sas Al Nakhl Campus:

School days in the United Arab Emirates run from Monday to Friday. Our school day timings are as follows:

Grade Level	Regular Time (Monday to Thursday)	Fridays
KG1 & KG2	7:45 AM - 1:30 PM	7:45 AM - 11:15 AM
Grades 1 - 12	7:45 AM - 2:40 PM	7:45 AM - 11:30 AM

##### ➤ School Timings for Western Region Campuses (Madinat Zayed, Ruwais and Ghayathi):

Grade Level	Regular Time (Monday to Thursday)	Fridays		
		RW	MZ	GY
KG1 & KG2	7:40 AM - 1:30 PM	7:40 AM - 11:00 AM	7:40 AM - 11:20 AM	7:40 AM - 12:00 PM
Grades 1 - 12	7:40 AM - 2:40 PM	7:40 AM - 11:45 AM	7:40 AM - 11:40 AM	7:40 AM - 12:00 PM

Please refer to our current [School Calendar and Events](#) for details regarding Term Times for this academic year.

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### Section 3: Tuition Fees

ADNOC Schools follow ADEK guidelines in terms of Tuitions fees refund and may retain a certain amount of the tuition fees in any of the following cases:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the Admissions team in writing sufficiently in advance before the beginning of a term. In such a case, the school may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the school may retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the school may retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after the term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Any textbook fees paid to the school are to be refunded to Parents/Guardians if such have not yet been used.

Transportation fees should be refunded in the same manner as tuition fees.

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### Section 4: Others

#### 1. School Uniform

The ADNOC Schools believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The school leadership also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

School Uniforms can be purchased at Magrudy's Stores located in Forsan Central Mall or online.

Website: [www.magrudy.com](http://www.magrudy.com)

Email: [info@magrudy.com](mailto:info@magrudy.com)

#### 2. Transportation

ADNOC Schools have contracted Emirates Transportation which has a comprehensive school bus network covering most areas depending on seats availability, student's residency, and bus routes. For more inquiries, please contact below emails:

Abu Dhabi Campus: [EmiratesTransportSAN@adnoc.sch.ae](mailto:EmiratesTransportSAN@adnoc.sch.ae)

Madinat Zayed: [transportationmz@adnoc.sch.ae](mailto:transportationmz@adnoc.sch.ae)

Ghayathi: [emiratestransportghy@adnoc.sch.ae](mailto:emiratestransportghy@adnoc.sch.ae)

Ruwais: [emiratestransportrw@adnoc.sch.ae](mailto:emiratestransportrw@adnoc.sch.ae)



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### Section 5: Attendance and Punctuality

#### 1- Attendance Requirements

- Students must maintain a minimum attendance rate (typically 90%) to remain in good academic standing.
- Absence for more than three consecutive days must be accompanied by a valid medical certificate or parental note.

#### 2- Late Arrival

- Students arriving after the start of school hours are marked as late and must report to the administration office before attending class.

#### 3- Excused Absences

- Absences for medical reasons, emergencies, or pre-approved events (e.g., competitions) are considered excused but must be supported by official documentation.

#### 4- Leave of Absence:

Students may apply for a temporary leave of absence due to special circumstances, subject to the approval of the administration.

#### 5- Maintenance of Attendance Records:

Schools shall ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.

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### Section 6: Promotion & Retention

The purpose of this policy is to provide the guidelines for promotion and retention of students. In providing these guidelines, ADNOC SCHOOLS demonstrates its commitment to several key objectives:

1. Promoting high educational standards for its students.
2. Ensuring that there is consistency in the educational opportunities provided to all students.
3. Implementing system wide monitoring used in making promotion decisions.

#### 1. Elementary (Cycle 1 – Grade KG1 till Grade 5)

- In general, children should be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade.
- The following premises form the basis for the promotion/retention policy of ADNOC Elementary Schools.
- Early identification of learning difficulties is essential to provide prompt, effective treatment and avoid the development of a pattern of failure.
- Appropriate interventions will be attempted and documented prior to consideration of retention.
- In-grade retention must be considered on an individual basis and with parents' consent.
- Retention must be viewed as an appropriate placement for maximal learning rather than as punishment for failure.
- The school does not retain students from KG1 to Grade 5 but will permit a student to repeat a grade if requested by the parents and determined to be in the student's best interest and well-being.

#### 2. Middle School & High School (Cycle 2 & 3 – Grade 6 till Grade 12)

- To be promoted students must: earn a passing grade of 60 or above in reading/language arts; earn a passing grade of 60 or above in mathematics; and Students will take the CPAA or MAP tests as additional evidence of student performance however, the results will not be used as promotion standards.
- Students will be promoted to the next grade if they possess the knowledge and skills appropriate to their Grade levels as demonstrated on multiple measurements such as: Academic Performance, Attendance, Teacher Recommendations, Portfolio, Social Maturity and other information deemed necessary.
- The school do not hold back any student from Grade 6 till Grade 12 in more than two different grades throughout their entire educational experience & not more than 2 consecutive times in certain grade.
- Schools obtains ADEK's approval before retaining a student.
- Supporting Students at Educational Risk: If a student is identified as at risk of not being promoted:
  - a) Schools must adhere to the ADEK Educational Risk Policy.
  - b) Schools will inform the student's parents and engage them in developing support and intervention strategies.

# ADNOC Schools

## Admission & Registration Policy



### Policy Review and Updates

The Student Administrative Affairs Policy will be reviewed annually to ensure it remains aligned with the latest educational standards, regulatory requirements, and the evolving needs of the school community. Any updates or amendments will be made in response to feedback from stakeholders, or improvements in administrative practices.

Revisions to the policy will be communicated to all relevant parties, including staff, students, and parents, to ensure transparency and proper implementation. The school administration will ensure that all procedures outlined in the policy are consistently applied and regularly assessed for effectiveness.

### Conclusion

The Policy establishes clear guidelines for the management of student-related processes, including admissions, attendance, records management, and registration. By adhering to this policy, the school ensures a structured, transparent, and efficient administration that supports the academic and personal development of students. It fosters a positive learning environment where students' needs are met in compliance with regulatory standards and the school's mission and values.