



المدرسة الهندية – العين  
**INDIAN SCHOOL AL-AIN**

Managed by: Governing Council (Al-Ain), Approved by Abu Dhabi Department of Education & Knowledge (ADEK), ADEK No: 9161 and Affiliated to the Central Board of Secondary Education (CBSE), New Delhi, India, Affiliation No: 6630011, Member – Council of CBSE Affiliated Schools in the Gulf.

## INDIAN SCHOOL AL AIN

### Student Administration Affairs Policy 2024-25

#### Purpose

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

#### Policy

##### 1. Admissions

**School Admissions Policy:** We shall develop and implement an Admissions Policy in line with this policy and make it available to prospective parents via their school website. Schools shall outline the following elements, at a minimum, in their admissions policy:

- 1.1
  - **Non-Discrimination:** We shall take a fair and transparent approach to admissions and shall not discriminate based on race, gender (excluding single-gendered schools), special educational needs, disabilities, religion or beliefs, language, or medical conditions.
  - **Open Campus:** We shall establish protocols to allow prospective parents and students to visit the school's premises.
  - **Procedures:** We shall communicate clear procedures and timelines for applications, offers, acceptances, and enrollment.
  - **Documentation:** We shall clarify the documentation that parents are required to submit to enable the admission of their children to the school.
  - **Inclusive Admission Practices:** We shall adopt practices for students with additional learning needs during the admissions process, in line with the *ADEK School Inclusion Policy*.
    - a. We shall provide a statement in their policy that requires parents of students with additional learning needs to disclose all known information regarding their child's needs, as well as to submit any relevant documentation (e.g., clinical assessment reports).
    - b. **Inability to Accommodate:** We are not authorized to decline admissions for students with additional learning needs. However, in exceptional circumstances, where a school considers they are unable to meet the needs of any students with additional learning needs, the school shall submit an inability to accommodate notification to ADEK and the parents.
- 1.2 **Admissions Assessments:**
  - **Use of Assessment:** We are not authorized to use assessments as a basis for determining student admissions.
    - a. Schools are authorized to assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.
    - b. Admission tests are only authorized when schools can guarantee a grade placement for the child. The results of the assessments may only be used to inform the level of learning support required.

c. In the following exceptional circumstances, schools can additionally use formal assessments to determine grade placement:

- 1) Students changing curricula in Cycle 3 (G9/Y10 to G12/Y13).
- 2) Students transitioning from alternative educational provision (e.g., homeschooling, coming from countries where grade/year equivalency cannot be established)
- 3) Students who have not attended school for more than two years.

1.3 **Waiting List:** We shall develop waiting list criteria where the school is oversubscribed and has more applicants than places available. These criteria shall be published on their website and should include the following:

- A transparent selection process (including prioritization criteria) for determining who gets offered a place once it becomes available.
- The maximum number of students that can be on a waiting list.
- How long a waiting list is open. Waiting lists shall be refreshed every term, at a minimum.

1.4 **Offer and Withdrawal of a Place:** We shall issue an offer letter when a student's application is approved by their admissions committee. We shall outline the period of validity of the offer letter and not withdraw it unless:

- The parent has not completed the enrollment or re-enrollment procedures outlined by the school within the stipulated deadline; or
- It is established that admission was obtained fraudulently.

1.5 **Registration:**

- eSIS: We shall register all their students on the ADEK Enterprise Student Information System (eSIS).
- Required Documents: We shall seek the following valid documents from parents and ensure that they are up to date:
  - a. Registration Form: We shall 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: We shall 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 *ADEK School Reporting Policy*.
    - 1) We shall 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, schools shall plan, monitor, assess, and evaluate teaching and learning programs personalized for students with additional learning needs, as per the *ADEK School Inclusion Policy*.
  - e. Clinical Assessment Report: If applicable, schools are authorized to ask parents to submit a clinical assessment report assessing their child's needs by a qualified professional, as per the *ADEK 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.
- 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,

schools shall require parents to sign an undertaking to submit the card by the end of the term in which the student was enrolled.

- Update Student Profile: We shall update the student profile in eSIS with the new Emirates ID card (except for students with diplomatic cards).
- Record Maintenance: We shall maintain and store all student admission files in line with the *ADEK School Records Policy*.

#### 1.6 Enrollment and Re-enrollment:

- Enrollment: We are 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.
- Re-enrollment: We shall 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. Schools shall publish a clear re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.
  - b. Schools shall 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.

#### 1.7 Placement of New Students:

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

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		

- Grade Placement for Transferring Students: We shall determine the grade placement for transferring students based on the last grade/year completed as per the Transfer Certificate.
  - a. We shall not place students who have not attended school for more than two years in a grade/year level more than two years behind the grade/year level corresponding to their age.
  - b. When evaluating the placement of students with additional learning needs, schools shall consider the students' documented learning plans (DLPs), in line with the *ADEK School Inclusion Policy*.

#### 1.8 Transition for New and Transfer Students: Receiving schools shall take all necessary steps to ensure a seamless transition for new and transfer students.

- Transfer of Records: Sending schools shall 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 shall update the student's registration on both ADEK's eSIS and the school's internal system.
- Transferring Curricula: When students are transferring to receiving schools with a different curriculum from the sending schools, receiving schools shall 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

Requirements: At the beginning of each academic year, schools shall develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents and publish it on their website. 2.1 Schools shall outline the following elements in their policy, at a minimum:

- **Defining Attendance and Punctuality:** We shall ensure that their attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.
  - a. We shall have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
  - b. We shall 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/Year 2 and above), schools shall identify students with absence rates above 5% of the total calendar days outlined by ADEK as a "cause for concern"
    - 1) Schools shall 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 shall report this in line with the *ADEK School Student Protection Policy*.
  - d. For the KG cycle, schools shall identify a student's absence rates (including authorized and unauthorized absences) above 10% of the total calendar days outlined by ADEK, as a "cause for concern" and are authorized to further escalate, in line with the *ADEK School Educational Risk Policy* and/or the *ADEK School Student Protection Policy*, if applicable. We shall advise the student's parents that persistent absences may have an impact on student learning and progression.
  - e. We shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, we are authorized to accommodate leaves requested for medical or therapeutic reasons.

2.2 **Size of the Governing Board:** The Governing Board shall consist of a minimum of 5 voting members and 1 non-voting member, and a maximum of 15 members (commensurate with the size of the school), including the Chair.

2.3 **Members of the Governing Board:**

- **Voting Members:** The Governing Board shall comprise the following voting members:
  - a. *Ex-Officio Members:* The owner of the school or their representative shall be an ex-officio member, either as the Chair or as a general voting member.
  - b. *Parent Representative:* The Governing Board shall include at least one parent representative, elected by the parents of the school. Parent members are expected to represent the interests of the parent body, and not their own personal interests or the specific interests of their child(ren).
  - c. *Teacher Representative:* The Governing Board shall include at least one teacher representative, elected by the teaching staff of the school. Teacher members are expected to represent the interests of the teaching body, and not to defend their own personal interests.
  - d. *Independent Members:* The Governing Board shall include at least 1 external independent member, appointed by the board and ideally an individual with significant experience and expertise in the education sector.
    - 1) The Governing Board is also encouraged to appoint an external independent member who is a representative of local business, to support the school in achieving its objectives.
  - e. *Chair:* The Chair shall be appointed from the voting members of the board and undertake the responsibilities (see Section 2.11 Terms of Reference). The mechanism for their appointment shall be defined in the school's Governance Rules.
- **Student Representative:** We are authorized to include student representatives as members of the Governing Board. Such representatives shall be Cycle 3 students, have a demonstrated history of leadership, and be elected by the student body to represent them.

- a. We are authorized to award voting rights to student representative(s). Such decisions shall be made by the Governing Board, subject to the owner's approval.
- b. Where student representative(s) are non-voting members, their presence and participation in board meetings shall be at the discretion of the Chair.

2.4 Each member of the Governing Board shall adhere to the Governing Board's collective responsibilities, as set out in the Terms of Reference below (see Section 2.11 Terms of Reference). No member shall bear personal liability for any decision taken unless the decision is found to have lacked integrity (e.g., arising from a conflict of interest).

2.5 Appointment of Members: We shall ensure that

- The procedures for appointing or electing members to the Governing Board are clear and transparent.
- When appointing members to the Governing Board, the continuity and institutional knowledge of the board are preserved.
- Members of the Governing Board possess a good conduct certificate and are familiar with the UAE national identity and cultural values.
- Members have the appropriate and relevant skills, qualifications, experience, and expertise to fulfil their roles, and the board (as a whole) has an appropriate balance of skills and experience.
  - a. The Governance Rules shall require board members to have relevant skills and competencies: the ability and willingness to learn, communication skills, critical thinking, creative thinking, and a collaborative mindset.
  - b. Relevant areas of expertise outside of education include law, financial management, social services/student wellbeing and protection, human resources, marketing, project design, construction, etc.

2.6 Tenure of Members: We shall ensure that:

- The service term of a member of the Governing Board is limited to a maximum of 3 years. We are authorized to appoint a member or members for an additional term or terms via the selection process, in accordance with the school's Governance Rules.
- The owner is exempt from the restriction on service term length.
- If a member does not complete their term (e.g., due to resignation or dismissal), a replacement member shall be appointed for the remainder of the service term, subject to the selection process.

2.7 Quorum: Any meeting of the Governing Board shall have at least two-thirds of board members in attendance to achieve quorum.

2.8 Frequency: We shall stipulate that the Governing Board must meet at least once every 3 months, at the request of the Chair or the Owner of the school.

2.9 Open and Closed Meetings: We shall allow meetings of the Governing Board to be open or closed, at the discretion of the Chair as defined below:

- Open Meeting: Relevant stakeholders (i.e., parents and teachers) are authorized to observe the meeting.
  - a. We are authorized to conduct open meetings. In case of such meetings, we shall share the agenda and expectations with the attendees.
- Closed Meeting: Only voting board members, the Principal, and individuals specifically invited by the Chair are authorized to attend the meeting.
- Closed Executive Meeting: Only voting board members are authorized to attend the meeting.

2.10 Voting and Decision-Making: We shall set out the following principles in their Governance Rules:

- It is expected that decisions by the Governing Board will be reached by consensus and after due discussion. However, where a vote is required, decisions shall be made on the basis of a majority of those attending and voting at a meeting where quorum is achieved.
- Only voting members are authorized to cast a vote. Principals and any other non-voting members shall not have voting rights (except if a student representative is given that right).
- In the event of an equal number of votes being cast, the Chair shall have the casting vote.

2.11 Terms of Reference: We shall ensure that the terms of reference of the Governing Board include the following provisions:

- Responsibilities in relation to ADEK:
  - a. Ensure that the school operates effectively in line with ADEK’s regulations, policies, and other requirements.
  - b. Respond to any directives issued by ADEK that require action to be taken by the school or the school governing body, for example, in relation to inspection outcomes and compliance issues.
- Responsibilities in relation to the school:
  - a. Define the mission and vision of the school and ensure the school provides a high-quality of education that leads to expected educational outcomes and meets the interests of stakeholders and regulators.
  - b. Approve the school’s strategic, developmental, and operational plans.
  - c. Review and approve new school policies and amendments to existing policies and ensure that all policies are regularly reviewed and up to date to be in alignment with ADEK requirements.
  - d. Act as the school’s primary financial authority, ensuring that proper books of accounts are kept, approving the annual budget and financial statements, and bearing overall responsibility for the school’s assets.
  - e. Delegate authority to the Principal for the execution of strategic and operational plans, policies, and budgets approved by the Governing Board.
  - f. Act as the school’s primary legal authority and, as such, ensure that systems are in place for meeting all the school’s legal and contractual obligations, including those arising from contracts and other legal commitments made in the school’s name.
  - g. Act as the employing authority for all staff at the school, with responsibility for benchmarking and reviewing models related to remuneration, benefits, and conditions of employment.
  - h. Ensure compliance with all applicable federal and local laws, regulations, and policies related to schools.
  - i. Govern risk, information, and technology in a manner that supports the school in achieving its strategic objectives, in line with the *ADEK School Digital Policy*.
  - j. Ensure that the school’s buildings and facilities are constructed, in line with the *ADEK School Buildings and Facilities Policy* and in line with relevant laws and regulations of Abu Dhabi and the UAE.
  - k. Investigate formal complaints against the school and take appropriate action in accordance with the school’s Complaints Policy.
  - l. Promote ethical values and practice in the school’s plans and activities, in line with the UAE national identity and cultural values.

- m. Take decisions in the best interest of the school, taking care not to let conflict of interest override the school and ADEK's policies (e.g. practicing selective preferential treatment such as not taking warranted disciplinary measures (or reversing a disciplinary decision taken by the school) against students who may be related to the Governing Board members.
- n. Actively engage in key school events.
- o. Ensure the appointment of board members with specific responsibilities (e.g., safeguarding, inclusion), as per the requirements in other policies and as per ADEK's requirements.
- p. Nurture partnerships between the school and the wider community.
- Responsibilities in relation to the Principal:
  - a. Appoint and review the performance of the Principal, in line with the *ADEK School Employment Policy*, and where required, dismiss the Principal after obtaining ADEK's approval.
  - b. Hold the Principal accountable for the effective implementation of board approved plans and policies, in line with the school's mission, vision, values, and approved budget.
  - c. Ensure that the Principal maintains an up-to-date master copy of all policies and procedures, in line with the *ADEK School Records Policy*.
- Responsibilities in relation to the Governing Board:
  - a. Monitor and evaluate its own performance and effectiveness as school governing body of the school.
  - b. Carry out its proceedings and duties in an ethical manner.
- Responsibilities of the Chair: Facilitate the efficient and effective functioning of the Governing Board by:
  - a. Moderating discussions, ensuring that different perspectives are considered, and resolving conflicts.
  - b. Fostering a culture conducive to good governance, including a constructive working relationship between the Principal and other board members.

## 2.12 Ethical Requirements:

- We shall communicate the following ethical requirements to their board members:
  - a. Board members are obliged to follow the *ADEK School Professional Code of Ethics Policy*, *ADEK School Values and Ethics Policy*, *ADEK School Cultural Consideration Policy*, this policy, and the *Code of Conduct for Education Professionals in General Education* (MoE, 2022) and associated school policies in performing their roles.
  - b. Board members are required to declare any personal interest that might be reasonably deemed to compromise impartiality, conflict with their duty as a member, and/or result in private benefit.
  - c. Prospective or existing board members are not authorized to give any financial or other gifts to existing board members. Members are not authorized to accept such gifts on behalf of themselves or the school to secure or maintain the membership of an individual on the Governing Board.
  - d. Board members are required to keep the content of Governing Board discussions strictly confidential other than that disclosed by the school (see Section 6. Records). This requirement applies even after the end of a member's service term, provided disclosure is not legally required.
- We shall ensure that any suspected breach of the above requirements is formally investigated, and where a breach is found, the member in question is removed from the Governing Board.

2.13 Board Effectiveness Self-Evaluation: The Governing Board shall conduct an annual review of its own effectiveness, by developing an internal self-evaluation framework, which includes feedback from the Principal (and other stakeholders as appropriate).

2.14 Remuneration of Governing Board Members: Governing Board members shall serve in an honorary capacity and without remuneration, except for board-approved school related expenses.

- 2.15 Board Offices: The Governing Board and owners shall not have a permanent office based at the school and shall not disrupt the regular operation of the school by visiting it daily.

### 3. Corporate Board

- 3.1 Corporate Board (if applicable): When applying for an ADEK license (new/renewal), schools that have external corporate boards (e.g., owned by a corporation, in a branch campus structure, or are part of a network of schools) shall identify their relationship with the Governing Board including the following:

- Organizational Structure
- Corporate Board Membership
- Accountability Mechanisms
- Operational Mechanisms
- Financial disclosures (e.g., percentage shared profit margin)

- 3.2 Schools with Non-UAE based Corporate Boards (if applicable): In the event that the Corporate Board is a legal entity based outside of the UAE, schools shall establish a Governing Board within UAE, consisting of local representatives, in line with the membership requirements of the Governing Board (see Section 2. Governing Board).

- The Governing Board shall have a channel to communicate with the existing Corporate Board outside the UAE, by having a member of the Corporate Board serve as a member of the Governing Board within the UAE.

### 4. The Principal and Vice-Principal

- 4.1 Roles: The Principal has the highest authority in the school and is accountable to the Governing Board or Corporate Board and committees (as applicable). The Vice Principal is the Principal's deputy and stand-in during leave of absence and representative who supports the Principal's leadership role.

- The Principal shall not be the school owner or one of its owners, directly, indirectly, or the owner's representative. The Principal shall not be a first- or second-degree relative to the school owner or one of its owners.
- In line with the *ADEK School Staff Eligibility Policy*, the Principal and Vice-Principal shall adhere to educational leadership standards and requirements.
- Depending on the size and organization, schools may have more than 1 Vice Principal.
- We shall have a succession plan to delegate the Principals' responsibilities to the Vice Principal (or the designated Vice Principal if there are multiple) and ensure the continuity of the school's operations in the case of leadership gaps, including sharing tasks to mitigate the risk of disruption should succession be activated, in line with the *ADEK School Employment Policy*.

- 4.2 Responsibilities Towards the Governing Board: The Principal shall:

- Prepare and submit documentation related to the school's governance (e.g., organizational structure, policies) to the Governing Board for approval.
- Keep the Governing Board informed and up to date about any directives and communication from ADEK.
- Disclose any potential personal conflict of interest to the Governing Board in a timely manner and recuse themselves from situations giving rise to a perceived conflict of interest.

- 4.3 Responsibilities Toward Schools: The Principal shall:

- Be accountable for all aspects of the day-to-day operation of the school.
- Lead the evaluation of the school's performance to identify priorities for continuous improvement and raising the standards of education, in line with the *ADEK School Quality Assurance Policy*.
- Provide instructional leadership and management and monitor teaching and learning.



- Set and manage the school budget.
- Follow up on the maintenance of school buildings, resources, and facilities.
- Convey any directives and communication from ADEK to relevant members of the school community by acting as a mediator.

#### 4.4 Responsibilities Towards ADEK: The Principal shall:

- Have the authority to establish rules, procedures, and educational standards at the school in a manner that is consistent with ADEK' requirements.
- Notify ADEK of any legal violation or any non-compliance identified by the Governing Board with the potential for serious impact within 24 hours of identification of such violation or non-compliance.
- Act as the primary contact person for the school and as a communication channel between the school and ADEK. The principal is authorized to nominate a member of staff to manage this communication and ensure that logistical matters are dealt with in a timely and appropriate manner.
- Respond in a timely manner to any request from ADEK.

## 5. Committees

### 5.1 Formation of Committees:

- The Governing Board shall have the following mandatory committees:
  - a. School Complaints Committee, in line with the *ADEK School Compliance Policy*.
  - b. School Development Committee, in line with the *ADEK School Quality Assurance Policy*.
  - c. Behavioral Management Committee, in line with the *ADEK School Student Behavior Policy*.
  - d. Appeals Committee, in line with the *ADEK School Student Behavior Policy*.
  - e. School Health and Safety Committee, in line with the *ADEK School Health and Safety Policy*.
  - f. School National Identity Committee, composed of a minimum of 3 UAE National parents, dedicated to promoting UAE national identity and culture in schools.
  - g. Any other committee required by ADEK school policies (e.g., Wellbeing Committee, etc.)
- The Governing Board is authorized to create additional committees to support the board's activities and assist it in its functions as required, including but not limited to committees to support the following areas:
  - a. Financial affairs.
  - b. Health and safety.
  - c. Student protection.
  - d. School curricula and resources.
  - e. School buildings and facilities.
  - f. Human resources.
- The Governing Board shall determine the membership and terms of reference of these committees.

## 6. Records

- Minutes: We shall ensure that all minutes of the meetings of the Governing Board are recorded and made available to ADEK on request. Schools shall publish any relevant decisions made by the Governing Board that affect relevant stakeholders.
- ### 6.1

- Fulfil all legal and contractual commitments towards staff, parents, students, and external parties.
- Obtain legal and financial clearances.
- Pay all staff in accordance with the terms of their contract and the requirements of the Ministry of Human Resources and Emiratization, as per Federal Law No. (33) of 2021 on Regulating Employment Relationship.
- Return any undeserved fees that have been collected from parents, including registration or re-registration fees collected for the upcoming academic year.
- Unblock student transfers on eSIS and release all staff on the ADEK PASS system at least 20 working days prior to closure.
- Submit all student records and files to ADEK within 20 working days of closure.
- Provide relevant student reports and transfer certificates to parents.
- In the case of permanent voluntary school closure, apply for the cancellation of licenses awarded by ADEK, in line with this policy.

Signatures:



CHAIRMAN



DIRECTOR



For PRINCIPAL

Reviewed on: .....



School Stamp: