

# Premium International School

## Student Administrative Affairs Policy

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### Introduction

Premium International School recognizes that effective and well-structured administrative processes are fundamental to ensuring smooth student transitions throughout their educational journey. This includes procedures related to school admissions, daily attendance management, and grade or cycle promotion. Such processes play a vital role in safeguarding and enhancing students' academic progress, as well as their physical, social, and emotional wellbeing.

This policy establishes the minimum standards and procedural requirements that Premium International School must implement to ensure consistent, transparent, and compliant management of all student administrative affairs in alignment with ADEK regulations.

## **1. Admissions**

Premium International School shall establish and implement comprehensive admissions procedures in line with ADEK's Student Administrative Affairs Policy. The following subsections outline the required elements of the Admissions Policy.

### **1.1 School Admissions Policy**

Premium International School shall maintain a transparent and inclusive admissions process that ensures fairness, equal opportunity, and alignment with ADEK guidelines. The policy shall be published on the school's website and include non-discrimination, open campus visitation, clear admission procedures, required documentation, and inclusive practices for students with additional learning needs.

### **1.2 Admissions Assessments**

Premium International School is not authorized to use academic assessments as an admission criterion. Observations and placement interviews may only be used to determine learning support levels or appropriate grade placement in exceptional cases.

### **1.3 Waiting List**

If applications exceed available spaces, Premium International School shall maintain a transparent waiting list policy that specifies selection criteria, capacity limits, and review timelines.

### **1.4 Offer and Withdrawal of Admission**

Premium International School shall issue formal offer letters upon acceptance and may withdraw them only if parents fail to complete procedures within deadlines or if fraudulent documentation is discovered.

### **1.5 Registration**

All students must be registered in the ADEK eESIS system. Premium International School shall collect required documents such as birth certificates, Emirates IDs, passports, medical records, transfer certificates, and relevant learning plans, maintaining secure records per ADEK School Records Policy.

### **1.6 Enrollment and Re-Enrollment**

Premium International School may admit students any time before ADEK's cutoff date and re-enroll continuing students automatically, provided they meet fee and compliance requirements.

### **1.7 Placement of New Students**

Students shall be placed according to their age as per ADEK's age cut-off table, unless otherwise approved by ADEK.

## 1.8 Grade Placement for Transferring Students

Placement shall follow the last completed grade shown on the Transfer Certificate. Students with additional learning needs shall be placed according to their Documented Learning Plan (DLP).

## 1.9 Transition for New and Transfer Students

Premium International School shall ensure smooth transitions by transferring records per ADEK policy and informing parents of curriculum differences when applicable.

**Table 1: Age Cut-Offs for Grades/Years**

Grade/Year	Age (by Cut-off Date)	September (31 Aug)	January (31 Apr)	(30 Mar)	April (31 Mar)
Pre-KG / FS1	3 years	✓	✓		✓
KG1 / FS2	4 years	✓	✓		✓
KG2 / Year 1	5 years	✓	✓		✓
Grade 1 / Year 2	6 – 8 years	✓	✓		✓

## 2. Attendance

Premium International School shall develop and publish a comprehensive Attendance Policy each academic year. The policy shall define attendance, punctuality, authorized absences, and intervention mechanisms in compliance with ADEK regulations.

### 2.1 Requirements

The Attendance Policy shall ensure follow-up on unreported absences within two hours, maintain arrival/departure records, identify students exceeding absence thresholds, and report any suspected neglect in accordance with ADEK's Student Protection Policy.

### 2.2 Maintenance of Attendance Records

Premium International School shall ensure daily attendance recording by teachers and accurate reporting on ADEK's eSIS system.

### 2.3 Intervention Mechanism for Students at Educational Risk

Students with low attendance may be identified as at educational risk. Premium International School shall implement intervention plans in collaboration with parents as per the ADEK Educational Risk Policy.