



**St. Joseph's School
Abu Dhabi- UAE**

Student Administrative Affairs Policy

POLICY

This policy ensures that the school has an effective, supportive and smooth transition and administrative process when students join or leave the school (admissions), when arrive and depart from school (attendance), and when move between grades or cycles (promotion). This can have a significant impact on student academic, physical, social, and emotional wellbeing. This policy sets out the minimum requirement that the school has put in place with regard to student administrative affairs.

PURPOSE

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

1. **Admissions**

Saint Joseph's School is a C.B.S.E. Indian Curriculum school operating as part of the Vicariate of Southern Arabia Group of Schools. The majority of the students and staff are from India and the culture of the school is subsequently Indian. The school admits girls from Grade 1 to Grade 12 and boys from Grades 1-4. The academic year operates from April to March.

Admission Procedure

- ❖ Online applications are accepted from September/October of the previous year.
- ❖ The registrations can be done online through the school's website.
- ❖ The admission process starts in the month of December or January for the next Academic Year.
- ❖ Admissions are open from Grade 1 to 12 for the next Academic Year as per the number of seats available. Admissions will be granted depending upon on the availability of seats.
- ❖ SJS accepts students from different on race, gender, religion or beliefs
- ❖ The School admits students with mild to moderate special educational needs, disabilities and offer additional appropriate learning support as needed.
- ❖ The School does not refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity).

- ❖ The School conducts an interview and placement tests with a student of Grade 1 upwards to give an indication of their performance level(s) to be able to provide proper learning and psychological support.
- ❖ The School has a maximum of 30 students for each class of Grades 1 to 12.
- ❖ Consideration is given to the ratio of boys to girls to ensure that there is enough accommodation for a maximum of 90 girls in Grade 5

1.1. Admissions Assessments:

1.1.1. Admission Procedure to Grade 1

- Parents seeking admission into Grade 1 have to do online registration through the link in the school Website. Online Registration open in September/October of the previous year.
- Once the number of available seats in Grade 1 for the academic year are known, registered students will be contacted by the admission office to set an interview and assessment with the Principal and a designated member of the staff. On a scheduled date, the students are interviewed and assessed on their English & Maths skills. The assessment will take about one (1) hour.

1.1.2. Admission Procedure to Grades 2 to 10

- Admission to Grades 2 to 10 will depend on the availability of seats. The students will be asked to sit for an assessment test in English and Maths and attend an interview. The interview and English assessment will be used to ensure a student has a sufficient level of English to be able to successfully access a curriculum delivered in English, and not for the purpose of accepting or rejecting a student. The Maths test will help us identify if the student may require learning support.
- Students with mild to moderate special needs will be directed to the School Special Needs teacher for an interview and take a test to give an indication of their performance level to help the school understand the level of learning and psychological support the student will require and not for the purpose of accepting or rejecting a student. The school may ask the parents to provide copies of external assessments undertaken by educational specialists.

1.1.3. Admission Procedure to Grade 11

- Admission to Grade 11 will depend on the availability of seats. The students will be asked to take entry level tests to determine in which of the two streams they will be placed.
 - If opting for the Science Stream, the student has to appear for an assessment test in Science and Maths.
 - If opting for the Commerce Stream (Informatics Practices or Maths) the student has to appear for an assessment test in Science and Maths.
 - If opting for the Commerce Stream (Psychology) the student has to appear for an assessment test in Science and English.

Only students scoring 70% overall and 80% in Mathematics and Science will be considered for the Science Stream.

1.2. Waiting List

Where a class has reached its capacity, a child will be placed on the waiting list. The parent will be contacted as and when a place becomes available. A maximum of 5 students will be kept on waiting list.

1.3. Withdrawal

If a parent wishes to withdraw his/her child from the school he should submit the TC Application form to the Admin office in the proforma given in the student handbook one month in advance. The transfer certificate will be issued only when all the payments due to the school are cleared.

1.4. Registration

1.4.1. **eSIS:** The school registers all the students on the Enterprise Student Information System (eSIS).

1.4.2. **Required Documents:**

Parents will be asked to provide the following documents as part of the admissions process:

- Complete Admission form giving full details of the student, their previous school and contact details for the Parents / Guardians.
- 2 recent passport size photographs with white background
- Copy of attested birth certificate.
- Students who are already resident in the UAE will be asked to provide a copy of the student's EID, passport and visa.
- Students who are already resident in the UAE will be asked to bring their original EID for scanning into the eSIS system.
- Students who are new to the UAE will be asked to provide a copy of their passport and to bring in a copy of the EID and visa as soon as they are obtained.
- Parents will be informed that their child(ren) will not complete the registration process until copies of these are provided and if they are not provided the registration will be cancelled.
- A copy of the latest report from the previous school.
- Copy of attested transfer certificate (if the student is coming from outside the Emirate/outside UAE)
- If relevant, any documents pertaining to the student's special educational needs such as previous individual education plans and relevant assessments.
- If relevant, any documents pertaining to the student's gifted and talented achievements, such as advanced learning plans.
- The School will maintain and update records of official documents, school records from previous year, and individual education plans with relative assessment for all students to include students with special education needs and gifted and talented students.
- Copy of recent electricity bill

Checklist for the Sponsor

- Copy of passport (first and last page) as well as valid residence visa
- Copy of Emirates ID (front and back)
- Copy of recent electricity bill

Medical Records:

The school requires current and accurate information regarding the child's medical requirements, and have to update the school should the circumstances change. The school also require records of previous medical treatments, allergies, and vaccination records on registration.

Parents have to submit the detailed medical form with supporting documents like

- Emirates Id
- Insurance card if available
- Vaccination card
- In case of serious illness (Medical reports, prescription etc.)

The School Nurse maintains medical files for all students. These files are updated on a timely basis.

Transfer Certificate: When a student is seeking admission to Grade 2 or above (Including transferring mid-year Grade 1), the parent must submit the Student Progress Card and a Transfer Certificate (attested if applicable to the country of transfer).

Attestation for Transfer Certificate :

- For admissions from India, the Transfer Certificate needs to be attested by
 - ❖ The District Education Officer/CBSE Regional Office (the Transfer Certificate has to be verified by the Education Office/CBSE Regional Office of the Zone/District/Area, from where the T.C. has been obtained).
 - ❖ The Indian Embassy in Abu Dhabi
 - ❖ The Ministry of Foreign Affairs (UAE)
- For admissions from other countries, the Transfer Certificate must be attested by the respective school and the Ministry of Education followed by the Ministry of Foreign affairs & by the U.A.E. consulate/embassy located in the country.
- For admissions from any other Emirate besides Al Ain, the Transfer Certificate must be attested by the respective school and Ministry of Education.

Record Maintenance: The School maintains and stores all student admission files in line with the [*ADEK Records Policy*](#).

Enrollment and Re-enrollment:

Enrollment: The School is 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.

1. Re-enrollment: The School re-enrolls all existing students for the upcoming academic year, provided that all conditions for re-enrollment, as defined by ADEK, have been met.
 - a. In order to secure a student's continued place at St. Joseph's School - Abu Dhabi for the following Academic Year, a re-registration form must be submitted to the class teacher by first week of January.
 - 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 Fee Policy](#), unless parents actively choose to withdraw their child from the school.

Placement of New Students:

1. **Grade Placement:** The School shall place all new students in a grade corresponding to their age as per [Table 1. Age Cut-Offs for Grades](#), unless their placement in a different grade has been 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 April* |
| | 31 March |
| Grade 1 | 6 to 8 years |

Grade Placement for Transferring Students: The School determines the grade placement for transferring students based on the last grade completed as per the Transfer Certificate.

- a. The School does not place students who have not attended school for more than two years in a grade level more than two years behind the grade level corresponding to their age.
- b. When evaluating the placement of students with additional learning needs, the school considers the students' documented learning plans (DLPs), in line with the [ADEK Inclusion Policy](#).

Transition for New and Transfer Students: The school takes all necessary steps to ensure a seamless transition for new and transfer students.

- a. **Transfer of Records:** Sending schools shall transfer the records of a student to receiving schools in accordance with the guidelines outlined in the [ADEK 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.
- b. **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 Curriculum Policy*.

ATTENDANCE:

Our school actively promotes and encourages 100% attendance for all students. Our aim is to ensure that pupils arrive school on time. We strive for attendance that is consistently outstanding for all groups of students. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

Attendance and Punctuality:

School Attendance Procedures

Students are expected to attend school on every school day as specified in the school calendar.

Students shall arrive to school punctually every day, attend morning assembly, and attend classes on time. All students are expected to attend school on the re-opening day after the vacation. Similarly, no one is allowed to leave for vacation earlier than the closing day. Parents should ensure that family vacations are taken during scheduled school holidays.

- Attendance to be marked in the Digital Campus by the Class teacher before 7:40am.
- For the safety of the child, the parent has to inform the school office before 7:30 am, if the child is absent through email to class teacher and cc to studentabsence@stjosephsschool.ae
- The class teacher has to follow up with the parent on all unreported absences by 8:00am. In case a parent has informed about late arrival, then mark absent in DC in the morning and later change it to late after the student arrives to school.
- In case the class teacher is on leave or absent, the attendance to be marked by the substitute teacher for the first period. All teachers have access to attendance in DC.
- Any leave should be approved by the Principal. Leaves without supporting documents will be considered as unauthorized absence. In such case, the student should be marked as leave without approval in DC.
- Request for leave approval or any other communication should be sent to Principal at principal@stjosephsschool.ae
- In case a student is absent for more than 5 days, kindly inform the Admin office.
- Leave Prior to any vacation/holiday will not be allowed. Teachers will engage in productive teaching and learning during the pre-vacation week. Lesson plans should not be designed to be light in the last week before the end of the term in anticipation of student absence as ADEK Attendance Policy.
- Students early pick up is allowed only before 1:30p.m. Parents have to send an email to class teacher and earlypickup@stjosephsschool.ae
- Early pick up will be allowed only in case of emergency.

- Students with excellent/improved attendance are recognised at the end of the year.

Punctuality:

- The school will excuse students who are late in the morning in case of adverse weather conditions or any other exceptional reasons after approval from the Admin office.
- **Late Student:** A student who comes in after the assembly, needs to report at the school office – a remark is put in the student’s handbook which must be presented to the class teacher as proof of sign in.
- If a student is late on 3 or more occasions within the academic year, parents will be informed about the course of action as per ADEK Student Behaviour Policy.

Authorized Absences:

The following types of absences are authorized by provided the leave requisition form is supported by official documents from appropriate authorities:

- Illness (attach Sick Certificate from HAAD)
- Death of a first- or second-degree relative. (with supporting documents) (3 Days)
- Medical appointment (scheduled prior to the absence)
- Official community task (With prior intimation)
- Mandatory appearance before an official body. (Visa, Immigration etc.)
- Essential urgent family travel for matters other than functions such as medical care, escort leave, or a death in the family. (With supported documents to be submitted). Kindly note family functions and gatherings are not considered under Essential urgent family travel
- Attendance of conferences, competitions, and events organized by school or authorized entities, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry. (Performing Arts with concerned letter.) with prior intimation.
- Observation of religious holidays that are not defined as public holidays in the UAE. (Like Hajj and Umrah)
- Study leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Leave for medical reasons for students with additional learning needs.(need to attach medical documents)

Maintenance of Records

Class Teachers record the student attendance in the Digital Campus latest by 7:40 am. The attendance report is downloaded by the Admin office and uploaded in eSIS.

Intervention Mechanism for students at Educational risk

- Educating the students regarding the importance of attendance, the adverse effects of absenteeism and

school rules concerning the same

- Parents are made aware of the excess number of classes missed by their child. Arranging meetings with the parents to check on the reason of absence.
- Minimising the obstacles to attendance by identifying the reasons of absences e.g bullying, or conflict with a teacher.
- Making referrals to guidance counsellors.
- Recognise good and improved attendance.

PROMOTION :

St. Joseph's School complies with regulations & guidelines as set by ADEK in line with CBSE regarding the promotion of students to the next grade level and retention of students at their current grade level. Promotion is based on the students end of year results. Promotion will be decided at the end of each academic year in their age cohort.

Age requirements for each grade level is as follows:

Grade 1 : 6 years

- Students enrolled in Grades 10 & 12 are promoted based on their CBSE Board Examination results (External). The regulation is in line with ADEK.
- Students of grades 1 to 8 must attain a 50 % average in MOE subjects and attain a minimum of 33 % in rest of the subjects.
Students of grades 9 to 11 should attain a 60 % & above for the same.
- Students of grade 12 must complete and pass MOE Arabic & Islamic Studies Exam with a minimum of 60 % and above.
- Students who follow an IEP plan will be promoted to the next grade, if they have met all learning objectives as stated in the IEP plan.

IMPROVEMENT OF PERFORMANCE

- If a student in Grades 10 & 12 obtains less than 33 % in one subject, then the student will have to appear for the compartment examination, by the CBSE Board.
- If a student of grade 12 is scoring less than 33 % in any 2 or more subjects are not eligible for the compartment examination. Such candidates have to apply as a private candidate or a regular candidate for the next academic year.
- If a student in Grades 9 or 11 scores less than 33 % in any of the subjects, the student is eligible for improving the performance by reappearing for one chance of improvement of performance to be conducted by the school towards the end of March.

RETENTION PROCEDURES

- All students of Grades 1 to 5 enrolled in St. Joseph's School will be promoted to the next grade level.
- All students enrolled in grades 6 to 12 will be granted promotion, to the next grade, provided they meet the ADEK requirements in line with the CBSE Board.
- A student cannot be retained more than two consecutive times as a maximum in the same grade and not more than two different grades during the entire school education. The school can support such students with a learning support.
- Teachers must identify struggling students as early as possible and ensure the development of provisions.
- As outlined in the ADEK Policy, the decision making process for the retention of students is led by the Principal.
- The following teachers comprise the Academic Review Committee :
 - ✓ Learning Supervisor
 - ✓ All teachers who work with that student
 - ✓ HOD s
 - ✓ School Social Worker, School Counsellor & Class teacher
 - ✓ English & Arabic Coordinator
 - ✓ Parents

The Academic Review Committee headed by the Principal will consider the decision regarding the student retention.

Prestina Rocha

Principal
St. Joseph's School



Date: 31 March 2024

Next review Date: 30 March 2025