



مدرسة شيننج ستار أنترناشونال

Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

STUDENT ADMINISTRATIVE AFFAIRS POLICY	
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1. Purpose & Objective

The purpose of this policy is to ensure that Shining Star International School (SSIS) adheres to the minimum requirements set by ADEK for student administrative affairs. This policy aims to:

- Ensure fair and transparent decisions related to admissions, attendance, and grade placement.
- Facilitate smooth transitions for students joining, leaving, or moving between grades.
- Provide appropriate support for students with additional learning needs.
- Ensure compliance with ADEK's expectations regarding attendance, promotion, and transition support.

2. Scope

This policy applies to all students, parents, staff, and stakeholders involved in the administrative processes of Shining Star International School. It covers:

- Admissions and enrollment.
- Attendance and punctuality.
- Grade placement and promotion.
- Transition support for students at key stages.

3. Definitions

The following terms are used in this policy:

Term	Definition
Absence	The state of not being physically present in class/at school.
Absence Rate	The proportion of unauthorized absences to school days.

Term	Definition
Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting.
Admission	The process by which students are accepted to a school, including enrollment.
Attendance	The state of being physically present in class or at school.
Cycle	A stage in the educational process (e.g., KG, Cycle 1, Cycle 2, Cycle 3)
Documented Learning Plan (DLP)	A plan outlining personalized learning targets and support for students with additional needs.
Grade Placement	The process of placing a student in a grade/year, normally based on age.
Promotion	The sequential movement of a student from one grade/year to the next.
Retention	An exceptional circumstance where a student is held back in their current grade/year.
Student Transfer	The process of a student permanently leaving one educational institution to attend another.

4. Policy Statement

Shining Star International School is committed to providing a supportive and inclusive environment for all students. This policy outlines the school's approach to admissions, attendance, promotion, and transition support, ensuring compliance with ADEK's regulations and guidelines.

5. Guiding Principles

The following principles guide the implementation of this policy:

- **Fairness and Transparency:** All decisions related to admissions, attendance, and promotion will be made fairly and transparently.
 - **Inclusivity:** The school will accommodate students with additional learning needs and provide necessary support.
 - **Compliance:** The school will adhere to ADEK's regulations and guidelines.
 - **Student Wellbeing:** The school will prioritize the academic, physical, social, and emotional wellbeing of students.
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6. Responsibilities

- **School Administration:** Ensure the policy is implemented and adhered to by all stakeholders.
 - **Teachers:** Record attendance, monitor student progress, and provide support for students at risk.
 - **Parents:** Provide necessary documentation, ensure punctuality, and support their child's learning.
 - **Students:** Attend school regularly, participate in learning activities, and follow school rules.
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7. Procedures

7.1 Admissions

- **Non-Discrimination:** SSIS will not discriminate based on race, gender, special educational needs, disabilities, religion, or language.
- **Open Campus:** Prospective parents and students may visit the school premises.
- **Documentation:** Parents must submit required documents, including birth certificates, passports, and Emirates ID.
- **Inclusive Admission Practices:** SSIS will accommodate students with additional learning needs and provide necessary support.

7.2 Attendance

- **Defining Attendance:** SSIS will define attendance and punctuality in its policy and ensure compliance.
- **Authorized Absences:** Absences for illness, medical appointments, or family emergencies will be authorized with proper documentation.
- **Punctuality:** Students arriving late must register at the reception and obtain a late pass.

7.3 Promotion

- **Mandatory Promotion:** Students will be promoted to the next grade/year if they meet the promotion requirements.
- **Retention:** Retention will only occur in exceptional circumstances, with ADEK's approval.

7.4 Transition Support

- **Admissions:** SSIS will provide transition support for new students, including those with additional learning needs.
 - **Promotions:** Targeted support will be provided for students transitioning between cycles.
 - **Graduation:** SSIS will support students transitioning to higher education or vocational training.
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8. Compliance & Enforcement

- **Compliance:** SSIS will ensure full compliance with ADEK's regulations by the start of the Academic Year 2025/26.
 - **Enforcement:** Failure to comply with this policy may result in legal accountability and penalties as per ADEK's regulations.
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9. Review & Revision

This policy will be reviewed annually to ensure it remains current and aligned with ADEK's regulations and the school's mission and vision.

10. References

- Federal Decree Law No. (3) of 2016 Concerning Child Rights.
- Federal Decree Law No. (29) of 2006 on the Rights of Persons with Special Needs.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law.
- ADEK Student Administrative Affairs Policy.