أنترناشونال ستار شيننج مدرسة
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.

ATTENDANCE POLICY	
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ADMISSION POLICY

Effective, supportive, and smooth transitions in the administrative processes—whether when joining or leaving the school (admissions), arriving at and departing from school (attendance), or moving between grades or cycles (promotion)—play a crucial role in supporting the academic, physical, social, and emotional wellbeing of students. This policy outlines the minimum requirements that schools must implement to ensure that student administrative affairs are handled efficiently and in a manner that fosters a positive and nurturing environment for all students.

A.1.1 *ADMISSION SCREENING:*

i. **KG:**
   - For students applying for KG1, KG2, SSIS will conduct a preliminary screening to assess readiness for school. This includes evaluating:
     - Age appropriateness for the requested grade level
     - Ability to separate from the caregiver
     - Classroom readiness
     - Bathroom independence
     - Engagement in activities and following directions
     - Motor skill development at an age-appropriate level
     - Expressive and receptive communication skills
   - These assessments will be conducted through observation, and familiarization visits, to ensure appropriate support for students' transition into the school environment.

ii. **Grades I-IX**
   - For applicants in Grades I to IX, SSIS will conduct assessments of basic literacy and numeracy, as well as social, emotional, and behavioral development. This will help identify how the school can support the student's transition and ongoing learning needs.
   - The official school report from the previous two years is mandatory. A confidential letter of recommendation may be requested if the assessment outcome is inconclusive.
   - English language proficiency and/or additional learning support assessments may also be carried out, as recommended by the school staff.
   - The school report from the previous two academic years is mandatory. This will provide a record of the student's academic performance and developmental progress.
   - If the results of the assessment are inconclusive, a confidential letter of recommendation from the previous school may be requested to better understand the student's academic or behavioral needs.

iii. **Grades X-XII**

Prepares students for higher education or vocational training, with an emphasis on specialization in specific subjects, and culminating in final exams that influence university admissions. Applicants will be assessed through an entrance examination to evaluate their academic readiness for the new curriculum. The student's academic progress in the previous years will also be considered.

A.1.2 *WAITING LIST AND ADMISSION PROCESS*

Once the final list of admitted students is confirmed, a waiting list will be created based on the available vacancies. Students from the waiting list may be granted admission if seats become available until the closing date for admissions. Parents will be notified accordingly.

The priority for the waiting list will be as follows:

a) Existing students who missed re-registering for the new academic year.
b) Siblings of existing students.
c) Students who have completed pre-admission procedures (for Grades I-XII).
d) Students based on the application number registered on the school website for KG.

This approach ensures a fair and structured process for granting admission to prospective students.

A.1.3 *OFFER AND WITHDRAWAL OF A SEAT*

- Once a student's application is approved by the admissions team, the school will issue an offer letter. The offer letter will include the period of validity and conditions for enrollment.
- The offer may be withdrawn in the following cases:
  a. The parent fails to complete the enrollment or re-enrollment procedures within the stipulated deadline.
  b. It is determined that the admission was obtained fraudulently.

This ensures a transparent and fair process for the admission of students.

A.1.4 *REGISTRATION PROCEDURE*

a. **eSIS Registration**

All students will be registered on the ADEK Enterprise Student Information System (eSIS).

b. **Required Documents**

Parents must submit the following documents:

- Completed Registration Form
- Child's contact information
- Copy of child's birth certificate, passport, Emirates ID (or diplomatic card with passport)- A certified copy of the applicant's birth certificate, attested by your country and the UAE Embassy, must be submitted.
- If not in English, provide an official English translation by a UAE legal translator.
- If issued in the UAE, GCC, America, Australia, Canada, New Zealand, or the UK, no attestation is needed.
- Copies of parents' passports and evidence of UAE residency (or diplomatic cards with passports) & emirates id(both father & mother)
- Medical records compliant with Department of Health (DoH) requirements
- Transfer Certificate (for students transferring to Grade 2 and above, including mid-year Grade 1 transfers)- Submit the Transfer Certificate from the previous school along with the student's report

cards and school records.

- For students transferring from outside the UAE, ensure all records are stamped by the UAE Embassy in your home country.
- Documented Learning Plan (DLP) or clinical assessment report for students with additional learning needs (if applicable)

c. **Exceptions**
Non-UAE transfer students are exempt from submitting the Emirates ID during registration, but must sign an undertaking to provide it by the end of the term.

d. **Profile Update**
Student profiles will be updated in eSIS with the new Emirates ID (excluding diplomatic card holders).

e. **Record Maintenance**
All student admission files will be maintained and stored in School Records.

A.1.5 *ENROLLMENT AND RE-ENROLLMENT*

a. **Enrollment**:
- Shining Star International School accepts new student enrollments throughout the year, subject to space availability and the fulfillment of all admission requirements.
- Enrollment is permitted only before the ADEK enrollment cut-off date.

b. **Re-enrollment**:
- Existing students are eligible for re-enrollment for the following academic year, provided all conditions set by ADEK are met.
- The will publish a clear re-enrollment procedure, detailing the prerequisites and timelines for re-enrollment.

- Students will be automatically re-enrolled in the next academic year if all required fees are paid as per the ADEK School Fee Policy, unless parents actively withdraw their child by informing the school.

A.1.6 *PLACEMENT OF NEW STUDENTS*
Grade Placement:
- Shining Star International School will place all new students in a grade/year corresponding to their age, following the ADEK **Age Cut-Offs for Grades/Years**.
- Any exceptions to grade placement will require prior approval from ADEK.

Grade	Age
KG-1	4 years completed as on 31st March of the year
KG-2	5 years completed as on 31st March of the year
Grade 1	6 years completed as on 31st March of the year

A.1.7   *CHANGE OF SECOND LANGUAGE*

Changing the language option is not permitted once selected. However, if a parent wishes to request a language change, the following process will be initiated, as per the directive from the Principal:

a. A baseline examination will be conducted for the new language option to assess your child's proficiency.
b. The results of the examination will be submitted to the Principal's office for review.
c. The final decision will depend on the Principal's evaluation, seat availability, and the timing of the request. Parents must submit the language change request by December, at least 4 months prior to the start of the new academic session.
d. The decision will be communicated to you and the respective section head.

Please Note:

- Any change in language is subject to the Principal's approval and ADEK guidelines.
- The school cannot guarantee a language change during the academic year.