



## Introduction

Having effective, supportive, and smooth transitions and administrative processes when joining or leaving the Russian School of Abu Dhabi (RSAD) (admissions), when arriving at and departing from RSAD (attendance), and when moving between grades or cycles (promotion) can have a significant impact on student academic, physical, social, and emotional wellbeing. This policy sets out the minimum requirement that RSAD must put in place with regard to student administrative affairs.

## Purpose

- Ensure that schools have a focused strategy dedicated to promoting sustainability.
- Obligate schools to promote awareness of their sustainability strategy and policies to the school community.
- Ensure schools are committed to preparing students and staff with the knowledge and skills to manage their resources wisely and to recognize their role in tending to the planet's future.
- Require schools to monitor their own progress in implementing their sustainability strategy actively.
- Encourage schools to actively work to continuously improve their sustainability and environmental wellbeing.

## Policy

### 1. Admission Criteria and Process

1.1 Fair and Transparent Process: RSAD ensures a fair, non-discriminatory, and transparent admissions process. Admission may only be denied in cases of full enrollment.

1.2 Equal Opportunities for All Children: The school welcomes children regardless of nationality, ability, or religion, in compliance with UAE laws, including those protecting the rights of children and individuals with disabilities.

1.3 Admission of Unvaccinated Children: Children without vaccination cards or with incomplete vaccination records are accepted on the condition that the required documents are provided within the enrollment year. If parents refuse to vaccinate their child, the matter will be referred to ADEK and the Abu Dhabi Department of Health.

1.4 Age Recommendations: At the time of admission to the youngest group of our school, the child must be 3 years old by August 31 of the current year.

1.5 Admission Priorities: Children are admitted in the order of application submission. However, if the number of applications exceeds the available places, RSAD may establish priorities. Applications for the admission of siblings of students already enrolled in the institution are given priority.

1.6 Admission of Children with Additional Learning Needs: Every new applicant with identified additional learning needs shall be directly referred to the Head of inclusion, who shall assess how best to accommodate the child's needs.

1.7 Student Capacity: The maximum number of students enrolled in the school is determined in accordance with ADEK regulations and guidelines.

1.8. RSAD has and communicates a clear admission process that is followed for all new and existing students. The process specifies that the re-enrollment of existing students is conducted annually.

1.9. Admission Procedure:

1.9.1. Application submission on the website.

1.9.2. Assessment of the child's readiness:

- For Kindergarten – meeting with a psychologist and/or speech therapist.
- For Grades 2–12 – entrance testing in Mathematics, Russian, and English.



- 1.9.3. Meeting with the administration to receive detailed information about the educational process and ask questions.
- 1.9.4. Payment of the registration fee.
- 1.9.5. Submission of required documents.
- 1.9.6. Registration with ADEK.
- 1.9.7. Payment of the semester fee.

## 2. Admission Information and Registration Documents

### 2.1 Registration Documents:

- Electronic copy and original Emirates ID of the child and both parents (legal guardians).
- Copy of the child's and parents' (legal guardians') passports (photo page).
- Copy of the child's birth certificate.
- Child's photo (size 3x4, in electronic format).
- Vaccination record extract with a notarized English translation. If vaccinations are missing, a document confirming this must be provided.
- Family Book (UAE Nationals only).
- Premises ID (10-digit code found in the Tenancy Contract or electricity bill).
- Additional Requirements for Glass 1 Applicants (Grade 2): A certificate from the kindergarten preparatory group with an English translation, attested
- Additional Requirements for Applicants in Class 2 to 11 (Grade 3 - Grade 12):
  1. Personal file of the student (electronic copy and original).
  2. Character reference from the previous school (if the child is coming from a school outside the UAE, the reference can be submitted in electronic form in Russian).
  3. Character reference for schools in the UAE in English (Report Card).
  4. Report Card. Transcript of grades for the last academic year and its notarized English translation
  5. Transfer Certificate, attested.
  6. Admission to Class 10 (Grade 11) is only possible with the 9th-class certificate (Grade 10) (original), attested, and a transcript of grades for Class 9. The certificate and transcript must be attested.
- Transferring Within Abu Dhabi (Provide your current school with our ESIS number and ask them to transfer your child from the ESIS system).
- Documentation for children with additional learning needs, such as relevant assessments, previous individual education plans, advanced learning plans, and other provisions, if needed.

2.2 Enrollment in primary, secondary, and high school is based on the transfer certificate issued by the previous educational institution. This document must undergo consular legalization if the child is coming from a school located outside the UAE, except for countries such as Canada (except for Quebec), Australia, countries in North America, and Western Europe.

### Requirements:

- The certificate must be on the official school letterhead.
- The certificate must be issued on the last day the student attended the school.
- The certificate must be printed, signed by the principal, and include the official school stamp.

### 2.3 Admissions Assessments

- RSAD may assess students through observation, interviews, and/or placement tests for students in KG, Cycle 1, and Cycle 2.



- Admission tests are allowed only when RSAD can guarantee a grade placement for the child. Assessment results can only be used to determine the level of learning support required.
- In exceptional circumstances, formal assessments may be used to determine grade placement, such as:
  - Students changing curricula in Cycle 3 (G9/Y10 to G12/Y13).
  - Students transitioning from alternative educational provision (e.g., homeschooling or from countries where grade/year equivalency cannot be established).
  - Students who have not attended school for more than two years.
  - Students from educational systems other than the Russian curriculum will not be accepted into cycle 3. This restriction is due to the focused preparation for final examinations within the Russian curriculum, which requires alignment with specific academic standards and content.

#### 2.4 Waiting List:

- In case the number of applications exceeds the available places, the school will create a waiting list for each class.
- The maximum number of students on the waiting list is 10 per class.
- The waiting list is valid for the first semester.

**2.5 Offer and Withdrawal of a Place:** RSAD shall issue an offer letter when a student's application is approved by RSAD. The offer letter's validity period is specified, and it may only be withdrawn if:

- The parent has not completed the enrollment or re-enrollment procedures within the stipulated deadline.
- It is found that admission was obtained fraudulently.

#### 2.6 Placement of New Students

**2.6.1. Grade Placement:** RSAD shall place all new students in a grade/class corresponding to their age according to Table 1. Age Cut-Offs for Grades/Classes, unless a different grade/class placement 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 (31 August)
Pre-KG / FS 1 (Младшая группа)	3 years
KG1/FS2 (Средняя группа)	4 years
KG2/Year1 (Старшая группа)	5 years
Grade1/Year2 (Подготовительная группа)	6 - 8 years

**2.6.2. Enrollment in Grade 2 (Class 1) to Grade 12 (Class 11)** is conducted based on the submitted transfer certificate.

### 3. Admission Records Keeping

**3.1. Registering Children's Records:** RSAD shall officially register a student with ADEK once the admission process is completed. This shall be done using the Electronic Student Information System (eSIS). The records of the student shall also be updated online in the system during re-enrollment.

**3.2. Storage of Records:** RSAD shall keep records of all student's admission files, including all required information and documents. This includes:



3.2.1. Storing these sensitive records (whether in hard copy or electronic form) in secure facilities and equipment that is only accessible to authorized staff whose work requires them to have access.

3.2.2. Ensuring the confidentiality of information as per Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and as per the UAE Ministry of Education Regulatory Compliance Manual for Early Childhood Institutions (MoE, 2020).

#### 4. Attendance

4.1. Requirements: At the beginning of each academic year, RSAD shall develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents. RSAD shall outline the following elements in their policy, at a minimum:

4.1.1. Defining Attendance and Punctuality: RSAD shall ensure that their attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.

4.1.2. RSAD has a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.

4.1.3. RSAD has 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.

4.1.4. Compulsory Grades (Grade 1 and above): RSAD shall identify students with absence rates above 5% (including authorized and unauthorized absences) of the total calendar days outlined by ADEK as a "cause for concern."

- RSAD shall determine whether to identify the student as being at educational risk, in line with the ADEK School Educational Risk Policy.
- If the absences lead to reasonable suspicions of student maltreatment (neglect), RSAD shall report this in line with the ADEK School Student Protection Policy.

4.1.5. KG Cycle: RSAD shall identify students with absence rates above 10% (including authorized and unauthorized absences) of the total calendar days outlined by ADEK as a "cause for concern" and are authorized to escalate cases in line with the ADEK School Educational Risk Policy and/or the ADEK School Student Protection Policy, if applicable. RSAD shall advise parents that persistent absences may negatively impact student learning and progression.

4.1.6. Students with Additional Learning Needs: RSAD shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, RSAD is authorized to accommodate leaves requested for medical or therapeutic reasons.

4.2. Ensuring Attendance Compliance: RSAD shall outline the procedures via which attendance compliance is ensured, including:

4.2.1. Recording attendance.

4.2.2. Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.

4.2.3. Recognizing excellent or improved student attendance.

4.2.4. Reporting attendance to ADEK daily on eSIS.



4.2.5. Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year.

4.2.6. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

#### 4.3. Authorized Absences:

4.3.1. RSAD shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

- Illness (see Section 4.3.3 below).
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK). RSAD shall remain open for learning during study leave and ensure adequate support for students who are not taking leave.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.

4.3.2. Where an absence is authorized, RSAD shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests missed.

#### 4.3.3. Absence Due to Illness:

- Parents shall submit a parent-written sick note (daily) if their child is absent for up to 3 consecutive days, or the absence will be recorded as an unauthorized absence.
- Parents shall submit a sick leave certificate from a DOH-licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorized absence.
- RSAD shall authorize a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate from a DOH-licensed physician.
- For students with chronic medical conditions requiring more than 12 school days of absence, parents shall submit medical reports from a DOH-licensed physician or relevant health authority. RSAD shall consider each case at its discretion.



#### 4.4. Punctuality:

4.4.1. RSAD shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.

4.4.2. RSAD shall have a mechanism in place to approve and manage student punctuality (e.g., requiring students to register at reception to obtain a late pass).

4.4.3. Where a student is late on three or more occasions within an academic year, RSAD shall undertake the appropriate course of action in line with the ADEK School Student Behavior Policy.

#### 4.5 Gate Opening Time: 7:30

- Students must enter the school through the main entrance for Grade 1 to Grade 12 and entrance A for PreKG-KG2.
- Students are required to be in form time by 7:55.
- Registration is conducted at 8:00 by the form tutor.
- If a student arrives between 8:00 and 8:15, they will be marked as late by the form tutor.
- The National Anthem is played at 8:00. Anyone arriving through the main entrance after the anthem starts will be marked as "Late Arrival."
- Anyone arriving through the main entrance after 8:50 will be marked as absent. Reporting attendance to ADEK daily.
- Entrance A for PreKG-KG2 closes at 8:00.

4.5.1. Parental Agreement: Effective collaboration between parents, students, and the school is crucial for improving and maintaining high levels of attendance and punctuality.

#### 4.5.2. Parental responsibilities include:

- Complying with the school's procedures as outlined in the attendance policy.
- Actively promoting their child's regular attendance and punctuality, ensuring adherence to the school's designated start and end times.
- Maintaining open communication with the school and providing required documentation for any absences or medical appointments.
- Acknowledging and supporting the school's policy, which states that persistent lateness and absenteeism may result in actions that could affect the student's eligibility for re-enrollment in the following academic year.

4.6. Parents receive the school term dates at the start of each academic year to plan holidays and travel without disrupting their child's education. Please note that the school has a strict policy prohibiting holidays during term time. If parents choose to disregard this policy, the school cannot be held responsible for interruptions to their child's education, diminished academic progress, or lower exam results. Additionally, the school does not provide learning materials, assignments, or support to make up for unauthorised absences. In cases of persistent unauthorised absences, parents will receive quarterly letters outlining the potential impact on their child's education. Regular school attendance is vital for providing the best opportunities for your child; missed learning time can significantly affect their academic, social, and emotional development. RASD is committed to fostering and encouraging 100% attendance for all students. Our goal is to ensure that students consistently arrive at the school and attend lessons on time, achieving exceptional attendance across all year groups. This policy has been developed in alignment with the Ministry of Education and ADEK's guidelines on attendance, categorizing attendance levels as follows:



المدرسة الروسية في أبوظبي

THE RUSSIAN SCHOOL OF ABU DHABI

By Primakov School

Student Administrative Affairs

Policy

- Outstanding: 98% and above
- Very Good: 97%
- Good: 96%
- Acceptable: 92%
- Unacceptable: Below 91%

We strive to maintain consistently high attendance standards to support the academic and personal success of every student.