



BBS Student Administrative Affairs Policy

Academic Year 2026 – 2027

1. Introduction

Belvedere British School (BBS) is committed to ensuring transparent, supportive, and efficient administrative processes across all student-related operations. This policy aligns with the Abu Dhabi Department of Education and Knowledge (ADEK)'s Student Administrative Affairs Policy and outlines the standards related to admissions, attendance, promotion, transition, and compliance to support students' academic and personal development.

2. Admissions Policy

2.1 Non-Discrimination

BBS welcomes students regardless of race, gender (except in single-gender classes), religion, nationality, additional learning needs, or medical conditions. Our admissions process is fair, transparent, and inclusive.

2.2 Campus Access

Prospective families are invited to visit BBS through scheduled tours and open days to become familiar with our environment.

2.3 Procedures and Documentation

Clear procedures and timelines for applications, offers, and enrollment are published annually. Required documents include:

- Student and parent passports, Emirates ID copies
- Birth certificate
- Immunisation and medical records
- Transfer certificate (where applicable)
- Clinical assessment and Developmental Learning Programmes (DLPs) for students with additional learning needs

2.4 Inclusive Admissions

Parents of students with additional learning needs must disclose relevant information. If needs exceed BBS's capacity, the school will file an "Inability to Accommodate" notification to ADEK.

2.5 Assessments

Assessments are conducted only for placement or support purposes and not as admission criteria, except in specific cases (e.g., curriculum transition, long absences).

2.6 Waiting Lists

A waiting list is maintained when BBS reaches capacity. Prioritisation is based on transparent criteria and updated each term.

2.7 Offer and Withdrawal of Place

Enrollment offers are valid for a set period (7 days). They may be withdrawn if:

- Enrollment is not completed on time
- Fraudulent documentation is discovered

2.8 Enrollment & Re-enrollment

BBS enrolls students throughout the academic year before the ADEK-specified cut-off. Re-enrollment is automatic for existing students, conditional on compliance with fee policies.

2.9 Grade Placement

Students are placed in year groups according to ADEK's age criteria unless approved otherwise. Transfer placement is based on the most recent certified school year completed.

3. Attendance Policy

3.1 Attendance Requirements

BBS promotes regular attendance and punctuality. Procedures include:

- Daily roll calls
- Immediate follow-up on unexplained absences within 2 hours
- eSIS updates
- Recognition of good attendance

Authorised absences include:

- Illness, family emergencies, official obligations, and religious holidays
- Study/exam leave (ADEK-approved)
- Therapeutic leave for students with additional needs

Persistent lateness (3+ times) triggers behaviour interventions per BBS's behaviour policy.

3.2 Risk Management

Absenteeism exceeding 5% (Grade 1/Year 2 and above) or 10% (KG) is flagged. Intervention plans are developed with families, in line with ADEK's Educational Risk Policy.

4. Promotion Policy

4.1 Progression and Retention

All students progress annually unless exceptional intervention-backed retention is approved by ADEK. Requests for voluntary repetition (e.g., to improve grades or well-being) are considered case-by-case basis with ADEK approval.

4.2 Additional Learning Needs

Retention decisions for students with DLPs require parent consultation and ADEK approval.

5. Transition Support

BBS supports students during:

- Admissions: Onboarding programs for newcomers, especially those with special needs
- Promotions: Orientation for transitions between key stages (e.g., KS1 to KS2)
- Assessment: Counselling in exam anxiety and managing high-stakes assessments (KS4/5)
- Graduation/Exit: Career counselling and support for pathways into higher education, TVET, or other systems

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp