



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

SCHOOL POLICY

on

STUDENT PERFORMANCE REPORTS



Introduction

Student performance reports are formal written records by which teachers communicate to parents how a student has been assessed and evaluated. The performance report provides a general overview of a student regarding their achievement and progress, strengths, and areas of improvement. This policy sets out the minimum requirements for schools in their preparation and delivery of student performance reports.

Purpose

- Enhance the effectiveness of student performance reports as a vehicle to convey information from the school to parents regarding a student's progress and achievement.

Definitions

Additional Learning Needs	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
Student Performance Reports	<p>Refers to any reports or report cards such as school reports, end of year reports or student report cards, which communicate information about the student’s holistic progress and achievement.</p>



Policy

1. Student Performance Reports

1.1 Term-Wise Reporting to Parents: Schools shall prepare a formal student performance report for every enrolled student at least once every school term and ensure their safe and effective delivery to parents.

1. Information Requirements: Schools shall include the following information in the formal student performance report:
 - a. Grade (based on student achievement reflecting internal assessment results aligned with curricular standards)
 - b. Attendance (as a separate element, not integrated into the grade).
 - c. Academic progress.
 - d. Academic results, outcomes (of boards/pre-collegiate exams, Standardized Benchmark Assessments, etc.), and achievements including student performance on end-of-year exams, as per the [ADEK School Assessment Policy](#).
 - e. Learning goals/recommendations for improvement.
 - f. Participation and achievements in extracurricular activities.
 - g. Behavioral records, including details of misconduct.
 - h. Student self-reflection (age appropriate).
 - i. Purpose and methods of assessment.
 - j. A qualitative evaluation of student progress and performance within a curriculum subject or class.
 - k. Others at the school's discretion.
2. Grade-Level Templates: Schools shall develop, maintain, review, and share grade-level templates of formal student performance reports with teachers to adopt and effectively communicate student information to parents while incorporating grade-level nuances. (e.g., the inclusion of higher education preparation goals for Grade 12/Year 13 students, qualitative feedback along with letter grades for Grade 11/Year 12 students, etc.).
3. Reports for Students with Additional Learning Needs: Schools shall prepare and deliver additional performance reports for students with additional learning needs, if required, in line with the [ADEK School Inclusion Policy](#).

1.2 Delivery of Report to Parents: Schools shall share student performance reports with parents in a digital format (e.g. through email, web portal, etc.) to encourage discussions on the student's progress.

1. Schools shall meet with parents at least once a term to discuss the student's progress, student performance report, and concerns parents have about their child's experience.
2. Schools shall develop, regularly monitor, review, and update the methods used to deliver and discuss student performance reports with parents (e.g., student-led meetings, 3-way meetings, parent applications, feedback collection via parent focus groups).

2. Compliance

- 2.1 This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). Schools are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 2.2 Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.



References

- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments

Publication

2024 (September) ADEK_School_Student Performance Reports Policy_v.1.1

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Private and Charter Schools in Abu Dhabi. However, any circular issued prior to this policy or issued specifically for Charter Schools thereafter supersedes the requirements of this policy.

Past version:

2024 (January) ADEK_School_Student Performance Reports Policy_v.1.0

