



AUSTRALIAN SCHOOL OF ABU DHABI

SCHOOL CALENDAR & PUBLIC HOLIDAYS POLICY

1. SCHOOL VISION

Australian School of Abu Dhabi (ASAD) fosters globally minded graduates through inclusive education, nurturing a sense of belonging, understanding, and respect. We empower students with skills, empathy, and awareness to contribute locally and globally.

2. SCHOOL MISSION

Australian School of Abu Dhabi (ASAD) provides a diverse curriculum with global perspectives to all students. We foster inclusion, embrace diversity, promote understanding, and empower students to excel academically and socially. Our commitment to inclusivity ensures every student feels valued and supported.

3. INTRODUCTION

Australian School of Abu Dhabi (ASAD) is committed to ensuring that its academic operations align with the standards and regulations set forth by the Abu Dhabi Department of Education and Knowledge (ADEK). To promote consistency across the Emirate and uphold the quality of education, the school maintains a structured academic year and develops calendars that comply fully with ADEK's requirements.

In alignment with ADEK's directives, ASAD observes all designated public holidays to foster a sense of community, national unity, and respect for the UAE's cultural and national identity.

This policy establishes the framework through which ASAD develops and implements its academic calendar and observes public holidays in accordance with ADEK's regulations. It ensures that the school remains aligned with ADEK's operational standards and maintains consistency, transparency, and effective coordination among all stakeholders.

4. PURPOSE

The purpose of this policy is to ensure that ASAD establishes and maintains its academic calendar in full compliance with the requirements and guidelines set by the Abu Dhabi Department of Education and Knowledge (ADEK).

This policy aims to:

- Ensure regulatory alignment by guiding the development, submission, and approval of the school's academic calendar in accordance with ADEK's prescribed timelines and standards.
- Promote consistency and fairness by harmonising the observance of public holidays across all schools in the Emirate, supporting equitable learning time for students.
- Uphold national identity by recognising and observing UAE public holidays that foster unity, cultural respect, and social cohesion within the school community.

5. SCOPE

This policy applies to all activities related to the development, submission, approval, and implementation of ASAD's academic calendar and the observance of public holidays in accordance with ADEK regulations. It is binding on all ASAD staff, students, and parents, and guides the responsibilities of the school leadership in ensuring compliance with ADEK's timelines, requirements, and official announcements.

6. DEFINITIONS

TERM	DEFINITION
Calendar	A schedule comprising the number of actual school days during the academic year, the school start and end dates, public holidays, school holidays, and any other dates as determined by ADEK.
Public Holiday	The non-working days corresponding to religious celebrations, national events, or other occasions declared as public holidays in the UAE.
School Break	A period during which the school is closed and no compulsory activities (e.g., classes) are conducted. School breaks include summer, spring, and winter breaks.

7. POLICY

7.1 Calendar Development

1. Australian School of Abu Dhabi (ASAD) shall prepare its academic calendar in accordance with ADEK's published guidelines and within the mandatory boundaries specified by ADEK.
 - The calendar must align with ADEK's prescribed start and end dates, school breaks, and the required number of teaching days.
2. The calendar shall include all key academic and administrative dates, including but not limited to:
 - First and last days of each term
 - Mid-term and end-of-term breaks
 - ADEK-recognised public holidays
 - Staff professional development days
 - Examination periods (including internal, board, and pre-collegiate examinations)
 - Parent-teacher conference days and report release dates

7.2 Calendar Submission and Approval

1. ASAD shall submit its proposed academic calendar through the official ADEK Calendar System for review and approval.
2. The calendar must be submitted within the timeline communicated by ADEK to ensure adequate time for review and feedback.
3. Any subsequent amendments to the approved calendar shall be resubmitted for ADEK's approval before implementation.

7.3 Communication of the Approved Calendar

1. Once approved by ADEK, ASAD shall disseminate the finalised academic calendar to all stakeholders, including:
 - Teaching and non-teaching staff
 - Students
 - Parents and guardians
2. The approved calendar shall be published on the ASAD's official communication channels (e.g., school website, parent portal, and notice boards).

3. The school will ensure that all community members are promptly informed of any changes to the approved calendar as directed by ADEK.

7.4. Observance of Public Holidays

1. ASAD shall observe all public holidays as specified on the ADEK Calendar System. These holidays shall be incorporated into the school's approved academic calendar.
2. The school acknowledges that public holidays in the UAE are tentative and subject to change based on official announcements from relevant government authorities.
3. Upon receipt of updated information from ADEK regarding public holidays, ASAD shall review and, if required, revise its calendar to reflect the confirmed dates.
4. Any adjustments to the calendar due to changes in public holidays shall be communicated promptly to staff, students, and parents.

7.5 School Sessions During Public Holidays

1. In cases where international or external examinations coincide with a declared public holiday, ASAD may hold a school session on that date only with prior approval from ADEK.
2. ASAD shall formally submit a written request to ADEK outlining the reason for the session, the examination schedule involved, and the measures in place to accommodate students and staff.
3. No school activities or classes shall occur on public holidays unless explicit written authorisation is received from ADEK.
4. ASAD will ensure all stakeholders are informed well in advance if an approved school session falls on a public holiday.

7.6 Communication

1. The Principal or a designated senior leader shall be responsible for ensuring that all ADEK-recognised public holidays are correctly reflected in the official ASAD calendar and that compliance is maintained throughout the academic year.
2. The school shall communicate any changes related to public holidays through official channels, including email, school website updates, and parent notifications.
3. All staff are required to adhere to the approved holiday schedule and any directives issued by ADEK regarding national or religious observances.

8 COMPLIANCE

ASAD affirms its commitment to full compliance with ADEK's *Calendar and Public Holidays Policy* and all related directives. The policy will be reviewed annually to ensure that ASAD's academic calendar, term schedules, and observance of public holidays remain fully aligned with ADEK's requirements while supporting equitable learning time, student wellbeing, and staff workload balance.

ASAD recognises that failure to comply with this policy shall be subject to legal accountability and penalties in accordance with 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 where the school is found to be in violation of its obligations.

9 REFERENCES

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

10 RATIFICATION AND REVISION HISTORY

Document Title	School Calendar and Public Holidays Policy
Version	V.1
Ratification Date:	October 2025
Next Review Date	September 2026
Ratified By	Director: Mr Adel Salman