



## **SCHOOL POLICY ON REPORTING**

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Administering Authority	School
Approving Authority	Principal - Dr. Thakur Mulchandani
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## 1. Introduction

In order to hold schools accountable for their activities and to ensure that policymaking and planning across the school sector are fully evidence-based, ADEK requires regular, reliable, and high-quality reporting from all schools. This policy outlines the minimum requirements for schools in the preparation and submission of mandated reports.

## 2. Purpose

This policy aims to:

- Ensure that schools comply with ADEK's requirements for preparing and submitting reports.
- Enhance ADEK's goals related to full accountability, increased transparency, and evidence-based policymaking and planning.
- Set out clear expectations for regular, accurate, high-quality reporting from schools.

## 3. Definitions

### Additional Learning Needs

Individual requirements for additional support, modifications, or accommodations within a school setting, either permanently or temporarily, in response to a specific context.

This applies to any support needed by Students of Determination and those with special educational needs and/or barriers to learning (e.g., dyslexia, hearing or visual impairment, twice-exceptional students, gifted and talented students).

### Adverse Ruling or Report

An official negative report issued by a specialized entity, court of law, arbitration authority, accreditation agency, or any other governmental authority.





## Annual Report

A report prepared annually by the governing board and Principal summarizing the school's administrative, technical, academic, and financial activities over the previous academic year, typically presented at the governing board's annual meeting.

## Documented Learning Plan (DLP)

A document outlining personalized learning targets, curriculum modifications, and support tools as agreed by school staff, parents, and students where appropriate (e.g., IEP, ISP, ILP, BSP, ALP). It addresses academic, behavioral, language, or social/emotional needs.

## Report

Any information submitted by a school upon ADEK request or requirement, including current and accurate updates related to students, protection issues, curriculum changes, facilities, buildings, land use, and other operational matters.

## 4. Policy

### 4.1 Reports

#### 4.1.1 Requirements

Schools must record and report all required information accurately and within ADEK-specified timelines.

#### 4.1.2 Link to License Renewal

School license renewal is contingent upon compliance with ADEK's reporting requirements.

#### 4.1.3 Communication and Data Protection

- Schools must maintain secure and timely communication with ADEK via official email and approved portals.
- Schools must strictly comply with Federal Decree Law No. (45) of 2021 on Personal Data Protection and the ADEK Terms and Conditions and Data Privacy Policy.
- All physical and electronic documents received from ADEK must be documented and archived in accordance with the ADEK School Records Policy.



## 4.2 Types of Reporting

### 4.2.1 Reporting by School Management

#### A. Annual Report

Schools shall prepare an Annual Report each year including:

1. School operations overview.
2. Updates on the School Development Plan (SDP) and end-of-year results.
3. Inspection results.
4. Variance report comparing planned and actual outcomes, including academic growth.
5. Student achievements (awards, competitions, projects).
6. Student assessment results (board/pre-collegiate, international, SBAs).
7. Graduate destination details.
8. Staff achievements.
9. Impact of the Continuous Professional Development (CPD) plan.
10. Summary of financial statements, in line with the ADEK School Financial Audits and Reports Policy.
11. Student and staff wellbeing indicators and initiatives.
12. Diversity and inclusion practices.
13. Documentation of student counselling services, as per the ADEK School Student Mental Health Policy.
14. SMART targets for the following academic year.
15. Additional information at the school's discretion.

#### B. Stakeholder Reporting

Schools shall present either full or abridged versions of the Annual Report to the governing board, school owners/investors, parents, and/or the general public, based on stakeholder needs.



#### 4.2.2 Reporting School Information

Schools must submit accurate and up-to-date information including:

- a. Contact information (address, emails, landline/mobile numbers).
- b. Ownership and governance information (owners, investors, board members).
- c. Provision quality, including curriculum details, student-teacher ratios, assessment results, and ADEK-mandated indicators (sports, CU guidance, etc.).
- d. Staff information via the PASS system.
  - Schools must report any criminal offenses or judicial proceedings involving staff immediately.
  - e. Any additional information mandated by ADEK.

#### 4.2.3 Reporting Student Information

Schools shall provide current and accurate student information to ADEK and other relevant authorities.

##### A. eSIS Student Reporting

Schools must regularly update:

1. Applications, admissions, progression, and withdrawals.
2. Student personal and contact information.
3. Tuition fee payment sources (per ADEK School Fees Policy).
4. Daily attendance and extracurricular participation.
5. Academic results (grades, board exams, SBAs).
6. Disciplinary actions.
7. Additional learning needs and all DLP-related information.
8. Any other information mandated by ADEK.





## B. Student Protection

Schools must report any student maltreatment concerns promptly, in accordance with the ADEK School Student Protection Policy.

## C. Student Health Information

Schools must submit health-related data to the Department of Health (DoH) based on the 2023 School Screening Standard.

## D. Parental Consent

Schools must ensure parents understand the reporting requirements and must obtain signed consent forms.

### 4.2.4 Reporting School Operations

#### a. Staff Changes

Schools must submit staff change requests for ADEK approval in accordance with the ADEK School Staff Eligibility and School Employment Policies.

#### b. Adverse and Favorable Rulings

Schools must submit any ruling or report related to school operations, land/building condition, staff, or program effectiveness within **7 working days**.

#### c. Other Operational Reporting

Schools must comply with all reporting requirements stated in the ADEK School Licensing Policy.

## 5. Compliance

### 5.1 Effective and Compliance Dates

- Effective:** Start of AY 2024/25 (Fall Term)
- Full Compliance Required:** Start of AY 2025/26 (Fall Term)





## 5.2 Penalties for Non-Compliance

Failure to comply with this policy may result in legal accountability under ADEK regulations, Federal Decree Law No. (31) of 2021 (Crimes and Penalties), and any other relevant legislation.

ADEK reserves the right to intervene should the school violate reporting obligations.

## 6. References

- ADEK Terms of Condition of Use and Privacy Statement for Information.
- Department of Health (2023). *School Screening Standard*.
- Federal Decree Law No. (31) of 2021 — Crimes and Penalties.
- Federal Decree Law No. (45) of 2021 — Protection of Personal Data.

Approved by:



**Dr. Thakur Mulchandani**  
School Director / Principal