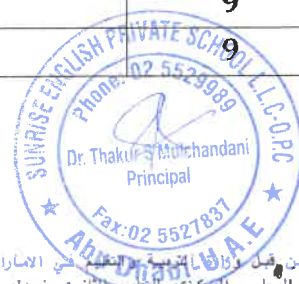




SCHOOL RECORDS POLICY

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INTRODUCTION

Sunrise English Private School, Abu Dhabi is committed to maintaining clear, comprehensive, accurate, and up-to-date records to ensure the efficient functioning of the institution. Proper record-keeping enables the school to fulfill its responsibilities effectively while complying with UAE data protection regulations in handling and storing personal information. This policy outlines the essential guidelines for the creation, management, and safeguarding of records, ensuring adherence to legal and institutional requirements.

Purpose

- To create and maintain clear and accurate records.
- Outline requirements regarding the handling of all data recorded by the school.





Definitions

Additional Learning Needs	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). 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.
Extracurricular Activities (ECA)	Organized activities that students can participate in that are usually external to the school curriculum (but may be connected to it). Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to sports teams, clubs, private sports lessons, competitions, performances, recreational activities, field trips and overseas travel, as well as activities hosted virtually.
Records	Information (in hard or soft copy), on school operations, student affairs, school staff, financial matters, and other aspects of school functioning





Policy

1. Records

1.1 School Obligations: The school will maintain clear, accurate, up-to-date, and sufficiently detailed records of the school and **various stakeholders** to effectively manage administration, operations, student affairs, and governance.

1.2 School Record Management Policy: The School will develop and implement their School Records Policy to effectively maintain their records, in alignment with school needs, ADEK policies, and other regulatory requirements. The policy should include the following minimum components:

1. Types of records maintained by the school (see Section 2. Types of Records).
2. Rationale for data collection and storage of records.
3. Resources for record management. (Digital platforms are used for few types of record. Physical systems are used for assessment records, staff records, student's records etc.)
4. Modes of storage for different types of records.
5. Roles and responsibilities of staff, including details on staff authorized to create, access, maintain, and dispose of different types of records.
6. Data protection plan (see Section 1.3 Data Privacy and Protection).
7. Record preservation schedule.
8. Record disposal procedures (see Section 1.4.2 Disposal of Records).
9. Student record transfer procedures (in instances of school transfer; see Section 1.5 Student School Transfer).
10. Record preservation and transfer in the event of school closure.
11. Link to school data reporting responsibilities, in line with School Reporting Policy.





1.3 Data Privacy and Protection

1. School Data Protection Plan: The School will develop and implement their data protection plan in compliance with the Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and the School Digital Policy and include the following minimum components:

- Mechanisms for classifying documents for authorized access, use, and disposal based on defined data sensitivity standards (e.g., full access, limited access, or no access) for various stakeholders.
- Mechanisms for identifying, reporting, and handling security breaches, in line with the School Safeguarding Policy.
- Procedures for implementing and monitoring compliance with the data protection plan.

2. Digital Incidents: The School will ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes.

1.4. Storage and Disposal of School Records: The School will develop and implement mechanisms for secure, environmentally sustainable, and safe storage and disposal of school records, in line with the School Digital Policy and the School Sustainability Policy.

1. Storage of Records: School will develop and deploy storage mechanisms that are secure, safe, accessible only to authorized staff, and provide appropriate environmental conditions for the preservation of records (in hard or soft copy).

- The School will define and abide by minimum and maximum durations of storage of various records, in line with ADEK requirements.





2. Disposal of Records: The School will outline and implement processes for the disposal of records, as per the timelines in their record preservation schedule using authorized personnel.

- The School will outline and adhere to disposal guidelines for each type of document as classified for authorized access, in line with policies set by ADEK and the relevant authorities in the UAE in their areas of jurisdiction.
- The School will maintain proof of evidence of destruction of records and implement regular data clean-ups.

1.5 Student School Transfer: When students transfer school within or outside the UAE, school will efficiently transfer and ensure receipt, as appropriate, of key student information records on academic progress and achievement, transfer certificates, and other documents in response to requests from the student's parent(s) as per the School Student Administrative Affairs Policy.

1. The School will obtain the parent's permission before transferring student information to any third party.

1.6 School Closure: In the event of a school closure, school will provide ADEK with a clear plan regarding the preservation or transfer of records, in line with ADEK policies.

2. Types of Records

2.1 Student Records: The School will maintain up-to-date detailed records on student information.

1. Required Information: The School will maintain individual student records with the following information, at a minimum:
2. Personal information (name, date of birth, gender, nationality, parent information, address, contact Information).
3. Attendance.
4. Academic progress and achievement.
5. Extracurricular participation and achievement.





6. Behavioral incidents.
7. Documented learning plans (DLPs), especially for students with additional learning needs, in line with School Inclusion Policy.
8. Cases on student protection, in line with School Student Protection Policy.
9. Medical information.
10. A copy of any reports on student information submitted to ADEK, parents, and any other stakeholders.
11. Any others as required by ADEK.

2.2 Medical Records: The School will create and maintain detailed, up-to-date, secure, and confidential individual student records on medical information, in line with the requirements of the Department of Health (DoH), in particular, the School Screening Standard (DoH, 2023).

- a) The School nurses will create a record for new students enrolled in KG cycle or Grade 1 and for transfer students from other schools that do not provide school health services (e.g., students transferring from a school outside the UAE).
- b) The School will allow parents to access their child's records upon request. However, school shall not photocopy or remove student records from the school clinic.
- c) The School will procure the necessary approval from DoH and parents and notify ADEK to release student medical records for any external requests.
- d) The School will ensure the school's PE teachers and coaches have access to students' medical records in order to be aware of individual students' medical conditions which can impact their school sports and to be able to address any incidents that may occur.

2. **Duration of Storage:** The School will preserve student records (enrollment, academic achievements, daily attendance, and other disciplinary records) for at least 5 years after the student leaves the school, preferably in electronic archives.





a) Graduation records: School will maintain student graduation records indefinitely.

The School will maintain up-to-date and detailed staff records.

1. Required Information: School will maintain individual staff records with the following minimum information, in a confidential manner with limited access to necessary personnel:

1. Personal information (identity, address, contact, medical information).
2. Employment information (including current and past employment, education, qualifications, current employment terms, salary, benefits, and other contractual details).
3. Educational and professional information (including teaching activities, continuous professional development, attendance and leaves, non-anonymous staff survey outcomes, and performance management).
4. Professional conduct information (including serious incidents, and complaints and investigation reports).
5. A copy of any reports on staff information submitted by the school to ADEK, parents, and any other stakeholders.

2. Duration of Storage: The School will preserve staff records for at least 5 years and at most 7 years following the end of the staff member's employment.

a. However, school are authorized to preserve staff records for an additional period if they may be deemed beneficial for school operations.





2.3 Financial Records: The School will maintain accurate, up-to-date, and comprehensive records on school financials with access to school owners, the governing board, the Principal, and ADEK upon request.

1. Required Information: School will maintain their financial records in accordance with School Financial Audit and Reports Policy.

- i. The School will record a copy of any reports on financial information shared with ADEK, parents, and any other stakeholders.

2. Duration of Storage: The School will preserve all financial records in accordance with Financial Law No. 1 of 2017 for the Abu Dhabi Emirate and its amendments.

2.4 Administrative Records: The School will maintain up-to-date, relevant, accurate, and comprehensive records on school administrative functions.

1. Required Information: The School administrative records should include the following minimum information:

- Property, infrastructure, and facilities management.
- Human resource management.
- Finance management.
- Information systems and management.
- Management committees and other school activities.
- School inspection-related documents like self-evaluation forms.
- Day-to-day activities such as a log of visitors to school premises, information on parents who wish to enroll their children, etc.
- Legal activities and contracts.

i. A copy of any reports on administrative information shared with ADEK, parents, and any other stakeholders.

2. Duration of Storage: The School will preserve school administrative records for at least 5 years.





2.5 Governance Records: The School will maintain up-to-date, accurate, and comprehensive governance records.

1. Required Information: School governance records should include the following minimum information:

- School-level governance policies.
- Board agendas and minutes of meetings.
- Details and correspondence on board elections.
- School Development Plans.
- Annual reports.
- Policies and guides developed by the school (e.g., emergency procedures, school rules, etc.).
- A copy of any reports on governance information shared with ADEK, parents, and any other stakeholders.

2. Duration of Storage: The School will preserve school governance records for at least 5 years.

3. Compliance

The school is fully compliant with the policy from AY2025/2026.

Approved by



Dr.Thakur.S.Mulchandani,

School Director/Principal