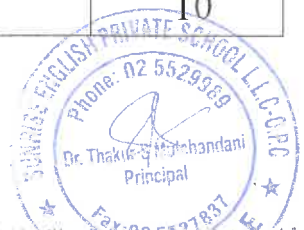




## SCHOOL POLICY ON LICENSING

Document Type	Policy
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## Introduction

Any natural person (individual) or legal entity (company) intending to establish and operate a school in the Emirate of Abu Dhabi is required to obtain a valid license from the Abu Dhabi Department of Education and Knowledge (ADEK).

Sunrise English Private School operates in full compliance with ADEK licensing requirements and regulations. This policy outlines the types of licenses applicable to the School, the conditions for obtaining and maintaining such licenses, and the procedures for licensing, renewal, amendment, or modification, as applicable. The policy ensures that all licensing matters are managed transparently and in accordance with ADEK standards and statutory obligations.

## Purpose

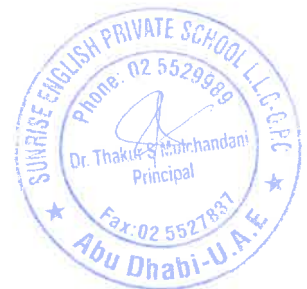
- To outline ADEK's mandatory licensing requirements applicable to the establishment and operation of Sunrise English Private School, Abu Dhabi.
- To define the types of school licenses relevant to SEPS in accordance with ADEK regulations.
- To specify the procedures followed by SEPS for obtaining, renewing, and amending its school license, ensuring continuous compliance with ADEK standards.





## Definitions

Academic Plan	A plan explaining the pedagogical focus and academic arrangements of the proposed school, including the grade levels, curricula, examination boards (if applicable), number of classes, capacity, staffing, and any other information specified in the ADEK Licensing Guide.
Financial Plan	A plan explaining the expected capital expenditure and operational expenses of the school for the first 10 years of its operation and the means through which these will be met, prepared in line with the requirements specified in the ADEK Licensing Guide.
General License	The license awarded to a school by ADEK upon satisfactory completion of a Temporary License period. The General License has a validity of 2 years.
Provisional License Letter (PLL)	A letter awarded to any natural or legal person (i.e., a company) wishing to establish a school as part of the first stage of the licensing process. The letter is a supporting document required to obtain the initial licenses/certificates from other government entities.
Temporary License	The license awarded to a new school following a PLL and prior to a General License.





## Policy

### 1. Compulsory Licensing

- 1.1 **Licensing Requirement: Sunrise English Private School, Abu Dhabi** operates with a valid license issued by ADEK and has been established in full compliance with ADEK's licensing policy. The School completed all required stages of the licensing process, including the issuance of the Provisional License Letter, Temporary License with No Objection Certificate, and the General License, and has paid all fees as stipulated in the ADEK guidelines.

### 2. Gender Status

- 2.1 **Gender Arrangements:** As part of the ADEK licensing process and in accordance with the ADEK School Coeducation Policy, Sunrise English Private School, Abu Dhabi applies the following gender arrangement:
- Coeducational (KG1 to Grade 4):** Education is provided to students of both genders in a mixed environment on a single campus.
  - Shared School (Grade 5 to Grade 12):** Education is provided to students segregated by gender but sharing school facilities.
- 2.2 All gender arrangements at SEPS are maintained in accordance with ADEK regulations, ensuring proper supervision, facilities, and learning environments for all students.





### 3 Use of Buildings and Land:

3.1 **Types of Buildings and Land:** SEPS operates on land and within buildings in full compliance with ADEK requirements. The School's **buildings and facilities are owned and maintained by the School**, while the **land is leased from a private third party**. All leased and owned premises meet ADEK standards for safety, accessibility, and educational use.

### 3.2 Designated Use

All land and buildings used by SEPS are designated solely for educational purposes and will not be utilized for commercial, residential, or any other non-educational activities.

The School ensures that its campus, buildings, and facilities meet ADEK regulations for safety, accessibility, and educational suitability.

## 4. Eligibility Criteria

4.1 **License Eligibility:** Any natural person (individual) or legal entity (company) meeting the following conditions is eligible to apply for a school license in accordance with **Federal Decree Law No. (18) of 2020 on Private Education** and ADEK requirements:

### 4.1.1 License Applicant Requirements

License applicants shall comply with ADEK and relevant government authority requirements, including:

- Compliance with regulations for leasing government buildings, if applicable.
- Compliance with regulations for operating schools on government-owned land, if applicable.
- Compliance with regulations for operating schools on private land and within private buildings, if applicable.







### 4.1.2 Financial Conditions

License applicants must demonstrate financial capability to meet all obligations, including costs related to licensing, school operations, and the construction, maintenance, or leasing of appropriate buildings and/or land.

### 4.1.3 Individual Conditions (for natural persons)

- Applicants who are natural persons must:
- Be a UAE National or a citizen of the Gulf Cooperation Council (GCC).
- Be at least 25 years of age.
- Possess full legal capacity.
- Demonstrate sufficient financial ability to meet all requirements for establishing and operating a school.
- Have no convictions for crimes carrying custodial sentences or misdemeanors involving moral turpitude or dishonesty, unless legally rehabilitated.
- Fulfil any additional conditions as required by ADEK.

SEPS meets all the above eligibility requirements. The School is legally licensed, financially compliant, and fully adheres to ADEK and federal regulations for private school operation in Abu Dhabi.

- 4.2 Delegation of Responsibilities:** If the license holder becomes incapacitated, they must formally delegate their responsibilities and obligations to another natural or legal person through a **power of attorney or court order**. The delegated person will carry out all licensing and operational responsibilities on their behalf.

- 4.3 Representation for Legal Entities:** If the license holder is a company (legal person), it must appoint a natural person as its representative. The representative must meet all conditions in Section 4.1.3 – Individual Conditions, have the authority to sign official documents on behalf of the company, and act as the primary point of contact between ADEK and the license holder.





**4.4 Security and Background Checks:** Issuance of Provisional License Letters (PLLs) and renewal of licenses for Sunrise English Private School, Abu Dhabi depend on successful completion of security and background checks for the license holder and any appointed representatives, as conducted by the relevant authorities.

**5. Provisional License Letter:** SEPS has completed all PLL-related requirements during its establishment process and complied with ADEK financial, governance, and operational requirements as specified in the Licensing Guide.

**6. General License:** The General License for SEPS is valid for 2 years. The School ensures that student enrollment always remains within the capacity limits approved by ADEK, maintaining safety, quality of education, and full regulatory compliance.

## **7. License Renewals:**

**7.1 Renewal Process:** SEPS applies for license renewal at least 60 days before the expiry of the existing license, following the process outlined in the ADEK Licensing Guide.

- ADEK monitors school performance under Financial, Administrative, and Technical Supervision. Schools consistently receiving “**Acceptable**” or lower inspection ratings may be subject to additional review, in line with the ADEK School Compliance Policy.
- To be eligible for license renewal or any other licensing service, schools must clear all fines or provide proof of regular payment under approved fine payment schemes. Schools that do not comply with these requirements are considered delinquent and may face licensing holds or restrictions.

SEPS maintains full compliance with ADEK requirements, clearing all fines on time and adhering to approved payment schemes, ensuring smooth and timely license renewal.



## 8. License Transfer and Amendment

### 8.1 Change in Ownership

8.1.1 Holders of a General License for SEPS is authorized to changes to the school's ownership or legal entity, or add/remove partners, subject to ADEK approval as outlined in the ADEK Licensing Guide. Any new owner or partner must meet the eligibility criteria in Section 4.

8.1.2 Provisional License Letters (PLLs) are non-transferable. PLL holders are only authorized to add partner(s) by following the process for a License Amendment.

**8.2 License Amendment:** Holders of a PLL or General License will apply for ADEK approval to make any PLL or license amendment. Holders are not authorized to make any corresponding operational changes until the amendment approval is granted by ADEK. Changes that require a license amendment are as follows:

1. Change in ownership/ legal entity (i.e., addition or removal of a partner or partners
2. Addition to or reduction of grades beyond those already specified in the existing license.
3. Change in the school name, address, or contact details.
4. Change in gender status
5. Addition or reduction or modification of curricula

**8.3** All applications for license transfers or amendments at SEPS follow the procedures specified in the ADEK Licensing Guide to ensure compliance with regulatory requirements.

## 9. Rejection of Applications

**9.1 Rejection of License Applications:** License applications that do not meet ADEK requirements are rejected. ADEK issues a formal notification outlining the reasons for rejection.

**9.2 Resubmission of Applications:** Following receipt of a rejection notification, applicants submit an amended application within 30 working days, addressing the observations raised by ADEK.







**9.3 Blackout Period for PLL Re-Applications:** Applicants for a Provisional License Letter (PLL) submit only one amended application. If the amended application is rejected, submission of a new PLL application takes place after a six-month blackout period, in accordance with ADEK guidelines.

SEPS aligns all licensing applications and resubmissions with ADEK requirements, ensuring full regulatory compliance at all stages.

## 10. Appeals

**10.1 Appeals Process:** License applicants and license holders submit appeals against licensing-related decisions in accordance with the ADEK School Compliance Policy.

1. The response issued by ADEK in relation to an appeal represents the final decision.

## 11. Voluntary School Closure:

**11.1 Temporary Voluntary School Closure:** Temporary suspension of operations at the School takes place only with prior approval from ADEK. Any temporary closure covers a minimum of one academic year and does not exceed three academic years. All requirements stated in the ADEK Licensing Guide apply during the period of suspension.

If the temporary suspension exceeds three academic years, ADEK cancels the School's license, and recommencement of operations requires submission of a new ADEK license application.

**11.2 Permanent Voluntary School Closure:** In the event that the School decides to permanently discontinue operations, a formal request for school closure and license cancellation is submitted to ADEK in accordance with regulatory requirements.

**11.3 Closure Request Procedure:** Any decision to temporarily or permanently discontinue operations includes submission of a formal closure request to ADEK, containing:





- The reason for the proposed closure.
- A proposed closure date aligned with the end of the school's academic year.
- Arrangements to support the transfer of students to other approved schools.
- Submission of the closure request at least six months prior to the end of the school's academic year.

**11.4 Communication with Stakeholders:** Following ADEK approval, the School communicates the closure decision to staff members and parents within seven days through official communication channels.

**11.5 Closure Responsibilities:** Upon receiving ADEK approval and notifying stakeholders, the School undertakes the following measures:

- Fulfil all legal, financial, and contractual obligations to staff, parents, students, and external parties.
- Obtain all required legal and financial clearances.
- Pay all staff in accordance with the terms of their contract and the requirements of the Ministry of Human Resources and Emiratization, as per Federal Law No. (33) of 2021 on Regulating Employment Relationship.
- Refund any undeserved fees collected from parents, including registration or re-registration fees for the upcoming academic year.
- Unblock student transfers on eSIS and release all staff on the ADEK PASS system at least 20 working days prior to closure.
- Submit all student records and files to ADEK within 20 working days of closure.
- Provide relevant student reports and transfer certificates to parents.





h. In the case of permanent voluntary school closure, apply for the cancellation of licenses awarded by ADEK, in line with this policy.

## 12. License Suspension and Cancellation

12.1 ADEK suspends the license of the School in accordance with the ADEK School Compliance Policy. Where ADEK permits the School to resume operations, submission of a new ADEK license application takes place. Granting of the license depends on the School meeting ADEK requirements, as verified through compliance checks and other procedures outlined in the ADEK Licensing Guide.

12.2 **Forced School Closure and License Cancellation:** ADEK requires the School to cease operations in accordance with the ADEK School Compliance Policy. Such action results in cancellation of the School's license.

## 13. Compliance

This policy is effective at SEPS from the start of the Academic Year 2024/25 (Fall Term). SEPS ensures full compliance with the requirements of this policy by the beginning of the Academic Year 2025/26 (Fall Term).

Approved By:



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