Model Private School, Abu Dhabi

School Reporting Policy

Effective From: Academic Year 2026–2027

Full Compliance From: Academic Year 2026–2027

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Introduction

Model Private School recognizes the importance of accurate and timely reporting to ensure transparency, accountability, and evidence-based planning.
This policy outlines the internal procedures for preparing and submitting reports to ADEK and other stakeholders, in line with ADEK's Reporting Policy (Version 1.1, September 2024).

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2. Purpose

The purpose of this policy is to:

- Ensure full compliance with ADEK's reporting requirements.
- Support effective communication between the school and ADEK.
- Promote accurate and reliable data collection, documentation, and reporting.

- Enhance transparency, accountability, and continuous improvement in all school operations.

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3. Scope

This policy applies to all:

- Academic, administrative, and support staff involved in data collection and reporting.
- Reports submitted to ADEK, the governing board, or other official entities.

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4. Reporting Principles

Model Private School commits to:

1. Submitting complete, accurate, and timely reports.
2. Maintaining data security and privacy in accordance with **Federal Decree Law No. 45 of 2021**.
3. Using official ADEK channels such as the **Enterprise Student Information System (eSIS)** and **Private Schools Staff Information System (PASS)** for all updates.
4. Maintaining organized physical and digital archives of all documents as per ADEK's School Records Policy.

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5. Types of Reports

A. Annual School Report

Prepared by the **Principal and Governing Board**, this report summarizes the previous academic year and includes:

- Overview of school operations and achievements.
- Progress and outcomes of the **School Development Plan (SDP)**.
- Inspection findings and follow-up actions.
- Academic performance and student growth data.
- Student achievements (awards, competitions, projects).
- Results of standardized, board, or international assessments.
- Summary of financial statements (income, expenditure, and balance).

- Wellbeing and inclusion indicators.
- CPD and staff development highlights.
- Diversity, inclusion, and counselling initiatives.
- Key targets and priorities for the upcoming academic year.

The Annual Report will be presented to:

- School Owners / Governing Board
- ADEK (as required)
- Parents (abridged version)

B. Reporting to ADEK

1. **School Information:**

The school shall submit accurate and up-to-date information to ADEK on the following:

- School Contact Information: School name, address, postal and email details, and telephone numbers (landline and mobile).
- Ownership and Governance: Names of owners/investors, ownership details, and governing board membership.
- Quality of Provision: Curriculum standards, student–teacher ratios, student assessment results, and ADEK-mandated indicators.
- Staff Information: All data on the Private Schools Staff Information System (**PASS**).

The school shall immediately report to ADEK any criminal offenses or judicial proceedings related to staff members.

Others: Any additional information mandated by ADEK.

2. **Student Information:**

The school shall provide current and accurate student information to ADEK and relevant authorities through the Enterprise Student Information System (eSIS), including:

- Applications, admissions, progression, and withdrawals.
- Personal and contact details of all enrolled students.
- Source of tuition fee payments in line with the ADEK School Fees Policy.
- Daily attendance and extracurricular participation data.
- Academic results and student achievements.
- Disciplinary actions or events.
- Information on students with additional learning needs and related learning plans.

Other student information as mandated by ADEK.

Student Protection: The school shall promptly report any concerns related to student maltreatment, in accordance with the ADEK School Student Protection Policy.

Student Health Information: The school shall report all health-related information to the Department of Health (DoH) as per the School Screening Standard.

Parental Awareness: Parents shall be informed of student information reporting requirements, and the school shall obtain signed consent forms.

3. **School Operations:**

The school shall report to ADEK all updates and changes related to its operations, including:

- Changes in Staff: All staff and designation changes, as per the ADEK School Staff Eligibility Policy and School Employment Policy.
- Adverse or Favourable Rulings: The school shall submit to ADEK, within seven (7) working days, any ruling or report concerning school operations, property, staff, or educational effectiveness.

Other Operations: Any operational updates required under the ADEK School Licensing Policy or other applicable ADEK policies.

6. Compliance and Accountability

- The policy is **effective from AY 2024–2025**, with **mandatory compliance from AY 2025–2026**.
- Non-compliance may result in penalties as per ADEK regulations or Federal Law No. 31 of 2021.
- The Principal will ensure that all departments meet reporting deadlines and quality standards.

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7. Roles and Responsibilities

Role	Responsibility
Principal	Overall accountability for policy implementation and reporting accuracy.
Vice Principal / Heads of Departments	Ensure timely data submission and verification from their teams.
Registrar / Data Officer	Maintain and update eSIS and PASS databases.
Finance Officer	Provide annual financial summaries and audit data.
Counsellor / SEN Coordinator	Update student wellbeing, DLPs, and support service records.
IT and Records Officer	Secure storage and retrieval of digital records.

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8. Data Protection

All information collected and reported will be:

- Handled confidentially.
- Used only for educational and regulatory purposes.
- Protected through password-controlled systems and secure digital storage.

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9. Review

- The school shall ensure complete compliance with ADEK’s reporting standards and requirements.

- This policy shall be reviewed annually or upon updates to ADEK regulations by the **School Leadership Team**.
- Evidence of compliance shall be maintained for inspection or audit purposes.

Reviewed and modified on: March 2026

Approved by:

Principal – Model Private School, Abu Dhabi

Date: 30/03/2026