



Model Private School, Abu Dhabi

School Reporting Policy

Effective From: Academic Year 2024–2025

Full Compliance From: Academic Year 2025–2026

Review Date:	March 2025		
Next Review Date:	March 2026		
Acting Principal	Mr. I J Nasari		
Signature		Date:	31-March-2025
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		Date:	05-April-2025

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).

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.
-

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.
-

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.
-

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.
-

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.

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.
-

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 2025 **Approved by:**



Principal – Model Private School, Abu Dhabi Date:

30/03/2025