Model Private School, Abu Dhabi

School Licensing Policy

Aligned with ADEK Licensing Policy

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. Purpose

The purpose of this policy is to establish a clear framework to guide Model Private School in obtaining, maintaining, and renewing its license to operate in accordance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations. This ensures the school operates legally, safely, and maintains high educational standards.

2. Scope

This policy applies to all staff members, school leadership, administrative departments, and governing bodies involved in the licensing process and ongoing compliance with ADEK regulations.

3. Definitions

- **License:** The official permission granted by ADEK to allow the school to operate legally within Abu Dhabi.
- **Licensing Coordinator:** The designated staff member responsible for managing all licensing-related activities and communications with ADEK.

- **Staff Eligibility:** The qualifications, experience, and clearances required for all teaching and non-teaching staff as defined by ADEK standards.

4. Licensing Requirements

4.1 Initial Licensing

- The school shall submit a formal application to ADEK including all mandatory documentation such as:
    - School registration certificates
    - Proof of ownership or lease of premises
    - Health and safety inspection certificates
    - Curriculum details aligned with ADEK guidelines
    - Staff eligibility documentation (qualifications, background checks, experience records)
- The school facility must meet ADEK's physical standards for classrooms, safety, accessibility, and learning environments.
- All staff recruited must comply with ADEK's eligibility criteria before appointment.

4.2 License Renewal

- Renewal applications must be submitted at least **90 days before** the current license expiry date.
- Renewal documents include:
    - Updated staff eligibility records
    - Recent inspection and compliance reports
    - Updated health and safety certifications
    - Evidence of continuous adherence to ADEK standards
- Address any findings or conditions raised by ADEK during inspections or audits promptly to avoid delays in renewal.

5. Staff Eligibility and Documentation

- The Human Resources department shall maintain an up-to-date register of all staff, verifying qualifications, experience, and ADEK approvals.
- All new hires must undergo credential verification and receive ADEK approval prior to commencing duties.
- Periodic verification (at least annually) of staff credentials and eligibility is mandatory.
- Staff files must include copies of degrees, certifications, valid work permits, background check clearances, and ADEK approval letters.

6. Roles and Responsibilities

Role	Responsibility
School Principal	Ensure full compliance with licensing requirements and endorse all licensing documents.

Licensing Coordinator	Liaise with ADEK, prepare and submit all licensing applications and renewal documents.
HR Department	Verify and maintain staff eligibility documentation as per ADEK standards.
Facilities Manager	Ensure the physical premises meet ADEK's health, safety, and facility standards.
Compliance Officer	Conduct regular internal audits to ensure adherence to all licensing policies and procedures.

7. Monitoring and Internal Audits

- Conduct internal compliance audits twice yearly to evaluate the school's adherence to licensing requirements.
- Document findings and corrective actions taken to resolve any gaps identified.
- Keep audit records for review during ADEK inspections.
- Immediately report any non-compliance issues to school leadership and ADEK as required.

8. Communication and Reporting

- The Licensing Coordinator shall regularly update the school leadership and relevant departments on the status of licensing matters.
- Information about licensing policies, renewal schedules, and compliance updates shall be communicated to all staff.
- The final approved licensing documents shall be published on the school website for transparency and stakeholder awareness.

9. Policy Review

- This policy will be reviewed annually or whenever ADEK updates its licensing guidelines.
- Revisions will be communicated promptly to all stakeholders.

Approved by: Principal – *Model Private School*
Effective Date: March 2026
Review Cycle: Annual or upon new ADEK amendments