FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Licensing Policy

Approved By	Board of Trustees
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AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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Licensing Compliance Guidelines
FLIS Branch 2 operates in accordance with ADEK's School Licensing Policy and all regulatory requirements governing private schools in the Emirate of Abu Dhabi.

FLIS Branch 2 is a coeducational school serving students from Pre KG through Grade 12. These guidelines outline how the school ensures compliance with ADEK licensing requirements and regulatory standards.

ADEK School License
FLIS Branch 2 operates under a valid license issued by the Department of Education and Knowledge (ADEK). The school ensures that:

- All school operations comply with ADEK licensing conditions.
- The approved school capacity, grade levels (Pre KG–Grade 12), and curriculum are strictly followed.
- Any operational changes are submitted to ADEK and approved before implementation.
- The school does not enroll students or conduct operations without maintaining a valid ADEK license.

Licensing Stages
ADEK establishes a structured licensing process for private schools. This licensing process may include several stages depending on the development and operational status of the school.

- Provisional License Letter (PLL)
- Temporary License and No Objection Certificate (NOC)
- General License

FLIS Branch 2 ensures that the required licensing stage is secured before enrolling students or commencing school operations.

Compliance with Approved School Details
FLIS Branch 2 ensures that its operations remain aligned with the information approved in the ADEK license, including:

- School name and location
- Approved grade levels (Pre KG–Grade 12)
- Approved curriculum
- Approved student capacity
- Declared gender status

Any changes to the above elements require prior approval from ADEK through an official licensing amendment request.

Gender Status
As part of the ADEK licensing requirements, schools must declare their gender status. FLIS Branch 2 operates as a fully coeducational school. The school is coeducational across all grade levels:

- Pre KG to Grade 12: Boys and girls study together in the same learning environment.

This arrangement complies with ADEK policies and reflects the school's commitment to providing an inclusive and equitable learning environment.

License Renewal

The school ensures that its ADEK license remains valid at all times. License renewal applications are submitted in accordance with ADEK procedures.

- Applications are submitted at least 60 days before the license expiry date.
- All regulatory obligations are fulfilled prior to submitting renewal requests.
- Any outstanding compliance issues or fines are resolved before renewal.

License Amendments

FLIS Branch 2 will seek ADEK approval before implementing any changes that affect the school's license.

- School ownership or legal entity
- Addition or removal of grade levels
- Curriculum changes
- Change of school name
- Change of school location
- Change of gender status

Operational changes cannot be implemented until ADEK formally approves the licensing amendment.

School Closure Procedures

In the event that the FLIS Brach 2 intends to suspend or discontinue operations, ADEK approval must be obtained.

- The reason for the closure
- The proposed closure date
- Arrangements for transferring students to other schools

Closure requests must be submitted at least six months before the end of the academic year.

Once ADEK approval is received, the school will:

- Notify parents and staff within seven days
- Settle contractual obligations with staff
- Return any outstanding student fees
- Release staff records through ADEK PASS
- Transfer student records to ADEK

Compliance and Regulatory Oversight

FLIS Branch 2 ensures continuous compliance with ADEK licensing requirements and regulatory standards.

- Licensing approvals

- License amendments and renewals
- Compliance inspections
- Official correspondence with ADEK

Failure to comply with ADEK licensing regulations may result in penalties or regulatory actions as determined by ADEK.