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

Reporting Policy

Approved By	Board of Trustees
Review Date	June 2026
Next review Date	June 2027

AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

WASC
ACCREDITING COMMISSION FOR SCHOOLS

Purpose and Aim

FLIS Branch 2 is accountable for their activities, and will ensure policy making and planning across the school sector is evidence-based, ADEK requires regular, reliable, and high-quality reporting.
This policy sets out the minimum requirements for schools in their preparation and submission of reports.

Purpose
Ensure that the school comply with ADEK's requirements for preparing and submitting the required reports.
Enhance the key ADEK goals including full accountability, increased transparency, and a commitment to evidence-based policymaking and planning.
Set out ADEK’s expectations of regular, accurate, and high-quality information.

Reports
FLIS Branch 2 shall record and report key school information, as required by ADEK, within the stipulated timelines.
1. Link to license renewal: A school's license renewal is contingent upon its compliance with ADEK's reporting requirements.

Communication and Data Protection:
The school shall maintain secure and timely communication with ADEK via ADEK-generated email or official portals, as appropriate, and shall abide by the Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and the ADEK Terms and Conditions and Data Privacy Policy with regard to the collection, use, and disclosure of information.
The school will document and archive all physical and electronic documents received from ADEK, in line with the ADEK Records Policy.

Types of Reporting by the School Management:

1. **Annual Report:** Annually develop a report outlining key aspects of the school's performance in the previous academic year to effectively communicate with various stakeholders, including the following components:

- Details Bound school operations.
- Overview of the School Development Plan (SDP), in line with the ADEK Quality Assurance Policy.
- Details on inspection results.
- Variance report comparing previous years' SDP with actual outcomes.
- Student achievements.
- Results of student assessment results (e.g., board/pre-collegiate (where available), international, and standardized benchmark assessments (SBAs)).
- Staff achievements
- The Continuous Professional Development (CPD) plan.
- Summary of the financial statements (income statements, balance sheet, and statement of cash flows), in line with the ADEK Financial Audits and Reports Policy.
- Student and staff wellbeing indicators (e.g., happiness levels, satisfaction levels, retention rate, physical activity levels) and initiatives, in line with the ADEK Wellbeing Policy and the ADEK Staff Wellbeing Policy.
- Diversity and inclusion practices.
- Documentation of counseling services provided to students, in line with the ADEK Student Mental Health Policy.
- Main objectives (strategic, operational, or educational) for the next academic year.
- Other information at the school's discretion.

2. Schools shall present abridged or full versions of the report to relevant stakeholders such as school owners or investors, the school's governing board, parents, and the general public. Schools shall determine which stakeholder it deems require a full version or an abridged version.

Reporting School Information:
FLIS Branch 2 shall submit accurate and up-to-date information to ADEK on the following:

- Contact information of the school including names, addresses, both postal and email, and telephone numbers, including landline and mobile numbers.
- Ownership and governance information of the school including names of school owners/ investors, ownership details, governing board membership, and others as appropriate.
- Quality of provision including details on curriculum standards followed, student-teacher ratios, and student assessment results (e.g., board/pre-collegiate (where available), international, SBAs, etc.).
- Staff information for members in leadership, teaching, teaching support, and non-teaching positions, in line with the ADEK Staff Eligibility Policy on the Private Schools Staff Information System (PASS).
    - Immediately after receipt, report to ADEK on all criminal offenses or judicial proceedings related to school staff.
- Others as mandated by ADEK.

Reporting Student Information:
The school shall provide current and accurate student information to ADEK, on the Enterprise Student Information System (eSIS) and shall update the information as per ADEK requirements.

1. Regularly submit the following student-related details to ADEK:
    - Information on student applications, admissions, progression, and withdrawals (voluntary withdrawal, expulsion, etc.).
    - Personal and contact information of all enrolled students as required on eSIS.
    - Information on the source of tuition fee payments (e.g., parents, relatives, charity, companies).
    - Attendance and extracurricular participation in the school of all enrolled students, in line with the ADEK Extracurricular and Events Policy.
    - Academic results/ outcomes (grades, boards/ pre-collegiate exams (where available), SBAs, etc.) and achievements of all enrolled students.
    - Disciplinary action or events related to all enrolled students.
    - Indication of students with additional learning needs and related information.
    - Indication of usage of DLPs.
    - Others as mandated by ADEK.
2. Student Protection: Schools shall promptly report any student maltreatment concerns, in accordance with the ADEK Student Protection Policy.
3. Ensure that parents are aware of the reporting to ADEK on student information and obtain any necessary consent.

4. Reporting School Operations: Schools shall report on updates and changes regarding school operations to ADEK. Such reports shall include the following aspects, at a minimum:
    - Changes in Staff: Apply to ADEK for approval of proposed changes to staff and their designations in line with the ADEK Staff Eligibility Policy and the ADEK Employment Policy.
    - Adverse and Favorable Rulings and Reports: Schools shall, within 7 working days of receipt, submit to ADEK a copy of any adverse ruling or report concerning the school's operation, the condition of its designated land or building, its staff, or the effectiveness of its educational program.
        - Is authorized to provide ADEK with a copy of any positive report from external organizations that enhances its educational status.
5. Adhere to the requirements of the ADEK Licensing Policy for reporting to ADEK on other school operations.