ليـــوا للتعليم
Liwa Education

مدرســـة لـــيـــوا الـــدولـــيـــة
Liwa International School
الـقـطـارة Al Qattara

2026-2027

Reporting Policy

Policy Document

AY 26/27

August 2026

Effective Date: Aug 2026
Review Date: Yearly

Liwa International School Al Qattara (LISQ)
Reporting Policy

1. Purpose

The purpose of this policy is to ensure compliance with ADEK's reporting requirements by establishing a framework for reliable, accurate, and secure reporting. This policy supports accountability, transparency, and evidence-based planning within LISQ, aligning with ADEK's guidelines.

2. Scope

This policy applies to all reporting requirements for LISQ, including reports on school operations, student performance, staff information, and other data as mandated by ADEK.

3. Definitions

Key terms include:

3.1 Annual Report: A yearly summary prepared by the Principal, and others - including the Board of Trustees - as appropriate, covering school operations, academic performance, and financial health.

3.2 Documented Learning Plan (DLP): Customized plans for students with specific academic or behavioral needs, such as Individual Educational Plans (IEPs).

3.3 Additional Learning Needs: Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context.

3.4 Adverse Ruling or Report: Negative reports from regulatory or accreditation bodies impacting school operations.

4. Reporting Requirements

LISQ will record and report key school information, as required by ADEK, within the stipulated timelines.

LISQ's license renewal is contingent upon its compliance with ADEK's reporting requirements.

4.1 School Management Reporting

4.1.1 Annual Report: LISQ will prepare an annual report covering:

- Overview of school operations.
- Progress on the School Development Plan (SDP) and end-of-year achievements.
- Inspection results and comparative analysis with previous years.
- Student assessment results, including board exams and standardized assessments.
- Academic, extracurricular, and staff achievements.
- Continuous Professional Development (CPD) outcomes and training impact.
- Financial summaries (income statements, balance sheets).
- Well-being and inclusion indicators, aligned with ADEK's Wellbeing Policy.
- Strategic objectives (SMART targets) for the upcoming academic year.
- Additional highlights or awards.

4.1.2 Stakeholder Access: Abridged or full reports will be provided to stakeholders such as the governing board, investors, parents, and the public as appropriate.

4.2 School Information Reporting

4.2.1 Accurate School Information: LISQ will submit up-to-date information on:

- Contact details of the school and key personnel.
- Ownership and governance structure, including investor and governing board information.
- Curriculum standards, student-teacher ratios, and performance data.
- Staff information on the Private Schools Staff Information System (PASS).
- Criminal records or judicial proceedings involving school staff immediately on receipt.
- Other mandatory information as requested by ADEK.

4.3 Student Information Reporting

4.3.1 Student Data: Accurate student information will be maintained in the Enterprise Student Information System (eSIS) and updated as needed. This includes:

- Admissions, attendance, progression, and disciplinary records.
- Personal contact information, tuition payment sources, and extracurricular participation.

- Academic results, including standardized and board exams.
- Details on additional learning needs and corresponding DLPs.

4.3.2 Student Protection: Any instances of student maltreatment will be reported promptly as per ADEK's Student Protection Policy.

4.3.3 Health Reporting: Health-related data will be reported to the Department of Health (DoH) in line with the School Screening Standard, ensuring compliance with all medical reporting standards.

4.4 Operational Updates Reporting

4.4.1 Staff Changes: Proposed changes in staffing or roles will be submitted to ADEK for approval, following the School Staff Eligibility and Employment Policies.

4.4.2 Legal Rulings: Adverse rulings affecting school operations, facilities, or staff will be reported to ADEK within 7 days of receipt.

4.4.3 Operational Compliance: LISQ will follow all ADEK guidelines for reporting changes related to licensing, facilities, and safety.

5. Communication and Data Protection

5.1 Secure Communication: LISQ will use ADEK-approved channels, including ADEK-generated email and official portals, to transmit reports.

5.2 Data Protection: All data will be managed in line with the Federal Decree Law No. (45) of 2021 on Personal Data Protection and ADEK's privacy guidelines. Electronic and physical records will be archived securely per the School Records Policy.

6. Compliance and Review

6.1 Effective Date and Compliance

6.1 Policy Activation: This policy is effective from AY 2024/25, with full compliance expected by AY 2025/26.

6.2 Practical Development: the practical implementation of any new requirements of this policy will be developed incrementally over AY 24/25

6.3 Non-Compliance Consequences: Failure to comply may result in legal accountability, and ADEK reserves the right to intervene if LISQ is found non-compliant.

6.2 Annual Policy Review

LISQ will review this reporting policy annually to ensure it remains up-to-date with ADEK guidelines, school operations, and regulatory changes.

7. References

This policy is in compliance with:

7.1 ADEK's School Reporting Policy, the School Records Policy, and Student Protection Policy.

7.2 Federal Decree Law No. (31) of 2021 on Crimes and Penalties.

7.3 Federal Decree Law No. (45) of 2021 on Personal Data Protection

Policy Owner Department

Education Department

Key Stakeholders		
Policy Owner:	School Principal	LISQ Principal
Reviewed by:	Margaret Haynes	Director of Schools
	Kevin Wallis	Deputy CEO
Approved by:	Dr. Shereen Gobran	Chief Executive Officer