



مدرسة شيننج ستار أنترناشونال

Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

Compliance Policy	
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1. Purpose & Objective

The purpose of this policy is to ensure full compliance with **ADEK regulations, policies, circulars, and applicable UAE laws** to maintain high educational standards and accountability in school operations.

This policy aims to:

- Ensure compliance with ADEK's **legal and regulatory framework**.
- Provide a structured approach to **handling complaints and non-compliance cases**.
- Outline the process of **monitoring, corrective action, and enforcement measures**.

2. Scope

This policy applies to:

- **All faculty, staff, and administrative members** at SSIS.
- All areas of school operations, including **academic, administrative, financial, and technical compliance**.
- All **ADEK-mandated compliance inspections, visits, and corrective actions**.

3. Definitions

- **ADEK Requirements:** Regulations, circulars, policies, and applicable UAE laws governing private schools.
- **Compliance Visit:** ADEK's evaluation of school adherence to regulations.
- **Corrective Action Plan:** A plan prepared by the school to address non-compliance.
- **Enforcement Action:** Penalties imposed for non-compliance, ranging from warnings to school closure.
- **Escalation Procedure:** The stepwise increase in penalties based on the severity of non-compliance.

4. Policy Statement

SSIS is committed to full compliance with **ADEK's policies and guidelines**. All school personnel are required to:

1. Follow **ADEK's legal and regulatory framework**.
2. Establish a **School Complaints Committee** to resolve stakeholder concerns.
3. Cooperate during **compliance visits and inspections**.
4. Implement **corrective action plans** for any identified non-compliance.
5. Adhere to the **escalation procedures** outlined by ADEK in case of violations.

5. Guiding principles

- Transparency: Maintain open communication and documentation of all compliance-related activities.
- Accountability: Ensure all staff members take responsibility for adherence to ADEK policies.
- Fairness: Implement corrective actions based on due process.
- Continuous Improvement: Regularly review compliance measures to enhance school operations.

6. Responsibilities

School Leadership (Principal / SLT & HODs):

- Ensure all policies and procedures comply with ADEK regulations.
- Facilitate staff training on compliance requirements.
- Oversee complaint resolution and corrective action plans.

Teachers & Staff:

- Follow ADEK-mandated operational guidelines.
- Maintain student records and teaching documentation in line with compliance policies.
- Report any compliance concerns or irregularities to school leadership.

Compliance Committee:

- Conduct internal compliance audits.
- Prepare and submit required compliance documents to ADEK.
- Monitor corrective actions and progress reports.

7. Procedures

• **Handling Complaints:**

- A School Complaints Committee will address grievances from parents, students, or staff.
- Complaints will be acknowledged within 24 hours and resolved within 10 working days.
- If unresolved, the complainant can escalate the issue to ADEK.
- Compliance Visits:
 - The school will undergo:
 - Annual Compliance Visits (Mandatory).
 - School Readiness Visits (For new or modified school buildings).
 - Ad-Hoc Visits (For specific compliance concerns).
 - ADEK officials may conduct random inspections to monitor school adherence.

- **Record Keeping:**

- Schools must maintain documentation of all compliance activities.
- Student, teacher, and financial records must be accessible for inspection

8. Compliance & Enforcement

- Failure to comply with ADEK regulations may result in:
Warnings or fines.
Temporary suspension of school operations.
License cancellation or school closure in extreme cases.
Legal action as per UAE Federal Laws.

9. Review & revision.

- This policy will be reviewed annually to align with ADEK's latest regulations.
- Any policy updates will be communicated to staff and stakeholders.

10. References

- ADEK Compliance Policy (2024)
- Federal Decree-Law No. (31) of 2021 – UAE Crimes & Penalties Law
- Federal Decree-Law No. (33) of 2021 – Employment Regulations
- ADEK Licensing Policy & Inspection Guidelines