



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.

Reporting Policy	
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1. Purpose & Objective

- 1.1 The purpose of this policy is to establish a structured and transparent reporting system at Shining Star International School that ensures compliance with ADEK requirements.
- 1.2 By adhering to this policy, Shining Star International School aims to:
 - Maintain accurate and timely reporting of essential school information.
 - Secure the school's license renewal through compliance with ADEK regulations.
 - Foster a culture of accountability and continuous improvement.
 - Ensure transparency in school operations, student progress, and staff performance.

2. Scope

2.1 This policy applies to:

- All administrative and academic staff involved in school reporting.
- Departments responsible for handling student, staff, and operational data.
- The leadership team, which ensures adherence to reporting protocols.

2.2 The reporting requirements outlined in this policy cover:

- School management reports.
- Staff and student data submissions.
- Operational updates and compliance measures.
- Data protection and confidentiality obligations.

3. Definitions

- 3.1 **eSIS:** The Enterprise Student Information System, an official ADEK platform used for reporting and managing student data.

3.2 **PASS:** The Private Schools Staff Information System, which schools use to report and manage staff information in compliance with ADEK guidelines.

3.3 **School Management:** The leadership team, including the principal and senior administrators, responsible for school operations, compliance, and reporting.

4. Policy Statement

4.1 Shining Star International School is committed to accurate, timely, and secure reporting of all school-related data in accordance with ADEK guidelines.

4.2 The school shall:

- School will submit all required reports within ADEK's stipulated deadlines.
- Maintain transparency in data collection, reporting, and communication with stakeholders.
- Ensure that all reported information is factual, verifiable, and safeguarded against unauthorized access.

5. Guiding principles

5.1 **Transparency:** Reports must be honest, complete, and accessible to relevant stakeholders.

5.2 **Compliance:** All reporting procedures shall align with ADEK's policies and deadlines.

5.3 **Accountability:** Staff members assigned to reporting must ensure data accuracy and reliability.

5.4 **Confidentiality:** Personal and sensitive data must be protected from unauthorized access and misuse.

6. Responsibilities

6.1 **School Principal:** Will oversee and ensure compliance with ADEK's reporting guidelines.

6.2 **Academic Leadership:** Will be responsible for collecting, verifying, and submitting reports related to school performance, student progress, and staff development.

6.3 **Administrative Staff:** Will handle documentation, reporting deadlines, and compliance with ADEK's operational requirements.

6.4 **Data Protection Officer:** Will ensure that data privacy laws are adhered to when reporting student and staff records.

6.5 **Finance Department:** Will prepare and submit financial reports in compliance with ADEK's financial policies.

7. Procedures

7.1 Annual Reporting:

The school will submit an annual report covering key areas such as:

- School operations.
- Academic performance.
- Staff achievements.
- Student progress.
- Financial statements.

This report will align with ADEK's Quality Assurance Policy and Financial Audits and Reports Policy. Relevant stakeholders will receive a full or abridged version as needed.

7.2 School Information Reporting:

- The school will regularly submit updated information, including school contact details, governance structure, curriculum standards, and student-teacher ratios.
- The school will immediately report any criminal offenses or judicial proceedings related to school staff upon receipt.

7.3 Student Information Reporting:

- The school will update student admissions, attendance, academic results, and disciplinary records through eSIS.
- Concerns related to student well-being or maltreatment will be reported under ADEK's Student Protection Policy.
- Parents will be informed about student data reporting and will provide the necessary consent.

7.4 Operational Updates:

- The school will obtain ADEK approval for staff changes before implementation.
- The school will submit reports of any adverse or favorable rulings and external evaluations affecting the school within seven working days.

8. Compliance & Enforcement

The school will undergo regular audits to ensure compliance. Corrective actions will be enforced where necessary.

9. Review & revision.

9.1 This policy will be reviewed annually to ensure:

- Alignment with ADEK regulations.
- Adaptability to any changes in reporting requirements.
- Effectiveness in maintaining transparency and accountability.

9.2 Any updates or modifications will be communicated to relevant stakeholders.

10.1 Regulatory Documents:

- ADEK Terms of Condition of Use and Privacy Statement.
- Federal Decree Law No. (31) of 2021 – Crimes and Penalties Law.
- Federal Decree Law No. (45) of 2021 – Protection of Personal Data.