Approved by: Principal	Date: 30 January 2026

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#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) recognizes the critical role of transparent, accurate, and timely reporting in maintaining the integrity and effectiveness of school operations. Reporting serves as a fundamental tool for accountability, compliance, and communication with regulatory bodies, particularly the Abu Dhabi Department of Education and Knowledge (ADEK), as well as other stakeholders. This policy outlines the detailed requirements, procedures, and responsibilities for the preparation, submission, and management of reports at ICS, ensuring that all reporting activities align with the highest standards of educational governance.

Purpose:

The purpose of this policy is to:

- Establish a clear framework for the preparation, submission, and management of all reports required by ADEK and other regulatory bodies.
- Ensure that ICS consistently delivers high-quality, accurate, and timely reports that reflect the school's commitment to transparency and accountability.
- Support the strategic goals of ADEK by providing reliable data that informs evidence-based policymaking and planning across the school sector.
- Clarify the roles and responsibilities of ICS staff in the reporting process, ensuring that all personnel understand their obligations and the importance of their contributions to the school's reporting activities.

Scope

This policy applies to all reporting activities conducted by ICS, including but not limited to:

- Reports required by ADEK, such as annual reports, student information reports, and operational updates.
- Reports required by other regulatory bodies, accreditation agencies, and external stakeholders.
- Internal reports used for school management, governance, and strategic planning.

Reporting Requirements

ICS is committed to fulfilling its reporting obligations by providing detailed, accurate, and timely information across multiple domains. The key reporting requirements include:

1. Reporting by the School Management

Annual Report

ICS is required to prepare an annual report that provides a comprehensive overview of the school's performance over the previous academic year. This report is a critical tool for communication with various stakeholders, including ADEK, the school's governing board, parents, and the broader community. The annual report includes the following components:

- **School Operations**: Detailed information on the day-to-day operations of the school, including any significant changes or developments in facilities, staffing, or student enrollment.
- **School Development Plan (SDP)**: An overview of the SDP, highlighting the strategic goals set for the academic year, the actions taken to achieve these goals, and the outcomes achieved. The report also includes a variance analysis comparing the planned outcomes with the actual results.
- **Inspection Results**: A summary of the results from ADEK inspections, including key findings, areas of strength, and areas for improvement. The report also outlines the school's response to inspection recommendations and the steps taken to address any identified issues.
- **Student Achievements**: A detailed analysis of student performance, including results from board/pre-collegiate exams (where available), international assessments, and standardized

benchmark assessments (SBAs). The report also highlights any significant achievements by students in academic, extracurricular, or community service activities.

- **Staff Achievements**: Information on the professional development activities undertaken by staff, including the Continuous Professional Development (CPD) plan, and any notable achievements in teaching, leadership, or research.
- **Financial Statements**: A summary of the school's financial performance, including income statements, balance sheets, and statements of cash flows. This section is prepared in accordance with ADEK's Financial Audits and Reports Policy and provides transparency regarding the school's financial health and sustainability.
- **Wellbeing Indicators**: Data on student and staff wellbeing, including happiness levels, satisfaction rates, retention rates, and physical activity levels. The report also details any wellbeing initiatives implemented during the year, in line with ADEK's Wellbeing Policy and Staff Wellbeing Policy.
- **Diversity and Inclusion Practices**: An overview of the school's efforts to promote diversity and inclusion, including initiatives to support students with additional learning needs, and the implementation of documented learning plans (DLPs).
- **Counseling Services**: Documentation of the counseling services provided to students, including mental health support, academic guidance, and career counseling, in alignment with ADEK's Student Mental Health Policy.
- **Strategic Objectives for the Next Year**: A summary of the main objectives (strategic, operational, or educational) for the upcoming academic year, outlining the school's priorities and planned initiatives.
- **Additional Information**: Any other relevant information that the school deems important to include, such as community engagement activities, partnerships, and special projects.

ICS will determine whether to present full or abridged versions of the annual report to different stakeholders, including school owners, investors, the governing board, parents, and the general public, based on the relevance and confidentiality of the information.

2. Reporting School Information

ICS is required to submit accurate and up-to-date information to ADEK regularly. This includes:

- **Contact Information**: Detailed contact information for the school, including names, addresses (both postal and email), and telephone numbers (both landline and mobile) of key personnel and departments.
- **Ownership and Governance**: Information about the school's ownership and governance, including the names of school owners/investors, details of the ownership structure, and the composition of the governing board.
- **Quality of Provision**: Details on the curriculum standards followed, student-teacher ratios, and student assessment results, including board/pre-collegiate exam results (where available), international assessments, and SBAs.
- **Staff Information**: Comprehensive information about staff members in leadership, teaching, teaching support, and non-teaching positions, in line with ADEK's Staff Eligibility Policy. This includes qualifications, roles, and any updates to staffing, such as new hires or terminations.

- **Criminal Offenses and Judicial Proceedings**: Immediate reporting of any criminal offenses or judicial proceedings involving school staff to ADEK, ensuring compliance with legal requirements and safeguarding policies.
- **Other Mandated Information**: Submission of any additional information as required by ADEK, such as updates on significant changes to school facilities, curriculum adjustments, or major incidents.

3. Reporting Student Information

ICS is responsible for maintaining current and accurate records of student information, which must be regularly updated and submitted to ADEK via the Enterprise Student Information System (eSIS). This includes:

- **Student Enrollment Data**: Information on student applications, admissions, progression, and withdrawals, including voluntary withdrawals and expulsions. The data must be accurate and reflect the current status of all enrolled students.
- **Personal and Contact Information**: Up-to-date personal details and contact information for all students, as required by eSIS.
- **Tuition Fee Payment Sources**: Documentation of the sources of tuition fee payments, including whether fees are paid by parents, relatives, charities, or companies.
- **Attendance and Extracurricular Participation**: Records of student attendance and participation in extracurricular activities, in alignment with ADEK's Extracurricular and Events Policy. This includes data on student involvement in sports, clubs, and other activities that contribute to their overall development.
- **Academic Performance and Achievements**: Detailed records of students' academic results and achievements, including grades, board/pre-collegiate exam results (where available), and SBAs. The report should highlight trends in academic performance and identify any areas of concern.
- **Disciplinary Actions**: Documentation of any disciplinary actions or incidents involving students, including details of the events, the actions taken, and any follow-up measures.
- **Additional Learning Needs**: Identification of students with additional learning needs, along with details of any documented learning plans (DLPs) in place. This includes Individual Educational Plans (IEPs), Individual Support Plans (ISPs), and other specialized plans designed to support students with specific needs.
- **Student Protection**: Immediate reporting of any concerns related to student protection, in accordance with ADEK's Student Protection Policy. This includes incidents of abuse, neglect, bullying, or any other behavior that could harm students.
- **Parental Consent**: ICS must ensure that parents are informed about the school's reporting obligations to ADEK regarding student information and must obtain any necessary consent for the sharing of this information with external parties.

4. Reporting School Operations

ICS is required to report updates and changes regarding school operations to ADEK, ensuring that the school remains compliant with all relevant regulations. This includes:

- **Staff Changes**: ICS must apply to ADEK for approval of any proposed changes to staff, including changes in designations, in accordance with ADEK's Staff Eligibility Policy and Employment

Policy. This ensures that all staff members meet the necessary qualifications and standards required by ADEK.

- **Adverse and Favorable Rulings and Reports**: ICS must submit copies of any adverse rulings or reports concerning the school's operations, facilities, staff, or educational programs to ADEK within seven working days of receipt. This includes rulings or reports issued by courts, arbitration bodies, accreditation agencies, or other government authorities. Additionally, ICS is authorized to submit copies of any positive reports from external organizations that enhance the school's educational status.
- **Licensing and Compliance**: ICS must adhere to the requirements of the ADEK Licensing Policy for reporting any other significant changes in school operations. This includes changes related to school facilities, safety protocols, curriculum adjustments, and other operational matters that may impact the school's ability to meet ADEK's standards.

Internal Reporting and Record-Keeping

In addition to external reporting obligations, ICS maintains rigorous internal reporting and record-keeping practices to ensure the accuracy and reliability of all data provided to ADEK and other stakeholders. This includes:

- **Internal Audits**: Regular internal audits of reporting practices to ensure compliance with ADEK requirements and to identify areas for improvement. These audits help maintain the integrity of the school's reporting processes and ensure that all data submitted to ADEK is accurate and complete.
- **Record Preservation**: All reports, including supporting documents, are preserved in accordance with the ICS Records Management Policy. This ensures that records are accessible for future reference, audits, or inspections by ADEK or other regulatory bodies.
- **Confidentiality and Data Protection**: ICS adheres to strict data protection protocols to ensure the confidentiality of all personal and sensitive information contained in reports. This includes compliance with Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and ADEK's Data Privacy Policy.

Compliance and Accountability

This Reporting Policy is effective from the start of the Academic Year 2024/25 (Fall term). ICS is expected to achieve full compliance with this policy by the start of the Academic Year 2025/26 (Fall term). Non-compliance with this policy may result in legal accountability and the imposition of penalties as stipulated by ADEK's regulations, policies, and other relevant UAE laws.

- **Monitoring and Enforcement**: ADEK reserves the right to monitor ICS's compliance with this policy and to take appropriate enforcement actions if the school is found to be in violation of its reporting obligations. This may include fines, penalties, or other sanctions as deemed necessary by ADEK.
- **Continuous Improvement**: ICS is committed to continuously improving its reporting practices, incorporating feedback from ADEK, internal audits, and stakeholder input. The school will regularly review and update this policy to ensure it remains aligned with best practices and regulatory requirements.

Linked Policies:

This Reporting Policy is interconnected with the following ICS and ADEK policies:

- Records Management Policy
- Data Protection Policy
- Student Protection Policy
- Financial Management Policy
- Quality Assurance Policy
- Wellbeing Policy
- Staff Eligibility Policy

References:

- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data
- Abu Dhabi Department of Education and Knowledge Terms of Condition of Use, and Privacy Statement for Information