



1. INTRODUCTION

EFIA commits to provide accurate, timely, and high-quality reports to ADEK and other relevant authorities. This policy defines EFIA's procedures, responsibilities, and reporting framework, ensuring full compliance with ADEK standards while maintaining internal accountability.

2. PURPOSE

- To enhance transparency and accountability within EFIA.
- To promote evidence-based decision-making and planning.
- To maintain data privacy and integrity throughout all reporting processes.

3. SCOPE

This policy applies to all EFIA staff members involved in data management, student information, staff records, finance, and operations. It covers all forms of reporting, including academic, operational, and compliance-related reports submitted to ADEK through official portals eSIS and EFIA portal Ruqee.

4. REPORTING FRAMEWORK

EFIA shall record and report key information as required by ADEK, ensuring accuracy, reliability, and timeliness. The HR Department shall coordinate with Academic, Administrative, and Accounts departments to compile, verify, and submit data to ADEK through official systems.

4.1 Reporting Responsibilities and Timelines

Report Type	Responsible Department	Frequency	ADEK Platform
Annual School Report & SDP Outcomes	Principal /Academics	Annually	ADEK Portal
Staff Data & Qualifications	Registration Dept	As changes occur	PASS
Student Admissions, Withdrawals & Personal Details	Supervisors/ Section coordinators	Ongoing	eSIS
Attendance & Academic Results	Class teachers / Section coordinators	Daily / Termly	eSIS
Student Protection & Wellbeing	Counsellor / Inclusion Dept	As required	ADEK Protection System
Financial Summary	Accounts Department	Annually	ADEK Audit Portal
Licensing, Governance & Compliance Updates	Principal / PRO	As required	ADEK Portal



4.2 Reporting Workflow

The flowchart below visually represents the reporting workflow at EFIA, from data collection to submission to ADEK.

Data Entry Responsible Department: Academic / HR / Admin / Accounts
Data Verification Vice Principal checks data accuracy and completeness
Approval Principal reviews and approves compiled reports
Submission ADEK Portals (eSIS / PASS / ADEK communication)& EFIA Portal Ruqee
Archiving HR & Admin maintain secure digital and physical copies

5. COMPLIANCE AND ACCOUNTABILITY

All EFIA staff are required to adhere to this policy. The Administration Department is accountable for ensuring timely submission and maintaining a record of reports submitted.

6. DATA PROTECTION AND PRIVACY

All reports comply with the UAE Federal Decree Law No. (45) of 2021 concerning the Protection of Personal Data. EFIA ensure confidentiality, security, and lawful processing of all personal and institutional information shared with ADEK or any third party.

7. POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process

Saji Oommen
Principal