



LICENSING POLICY

Academic Year 2026 – 2027

1. Introduction

Belvedere British School (BBS) operates in full compliance with the licensing regulations and procedures established by the Abu Dhabi Department of Education and Knowledge (ADEK). This policy outlines the licensing framework, eligibility, conditions, and renewal processes applicable to BBS in accordance with ADEK's guidelines.

2. Purpose

- To ensure BBS complies with ADEK's compulsory licensing framework for private schools.
- To outline procedures for license application, renewal, amendment, or cancellation.
- To define roles and responsibilities related to the school's legal operation.

3. Licensing Requirements

3.1 Types of Licenses

BBS adheres to the following licensing stages as defined by ADEK:

- **Provisional License Letter (PLL):** Acquired during the initial application phase.
- **Temporary License:** Granted after securing approvals and prior to full operation.
- **General License:** Granted upon fulfilling ADEK inspection and operational compliance; valid for 2 years.

4. Gender Status

In alignment with the ADEK Coeducation Policy:

- BBS operates as a **Co-educational School** which provides education to students of both genders in a mixed environment on a single campus.

5. Use of Premises

- BBS operates on a privately owned site, legally designated for educational use.
- No part of the premises will be used for non-educational purposes.

6. Eligibility Criteria for License Holders

BBS is governed by a licensed educational entity that meets the following ADEK eligibility requirements in line with the requirements of Federal Decree Law No. (18) of 2020 on Private Education:

- Financial capability to establish and operate a school.
- Appointed representatives must be legally competent, of good conduct, and UAE or GCC nationals when required.

7. Licensing Process at BBS

BBS follows ADEK’s three-stage licensing process:

1. **The Pricing, Labelling and Listing (PLL) Stage:** Submission of the Academic and Financial Plans and other documents via ADEK's Investor Portal.
2. **Temporary License:** Issued upon construction approval and staff registration on PASS. No students are to be enrolled in eSIS or commence any operations prior to the award of the Temporary License and the NOC. This license is valid for a period of 1 year and is renewable annually thereafter until the school undergoes an ADEK Inspection
3. **General License:** Issued after ADEK inspection and full compliance, committing to adhere to capacity limits with a validity period of 2 years.

8. Renewal and Amendment

- License renewals are requested **at least 60 days** before expiry.
- All outstanding fines must be cleared before renewal.
- Amendments (ownership, grades, curriculum, name, or location changes) require prior approval from ADEK.

9. Closure Procedures

BBS adheres to ADEK’s procedures in case of:

- **Temporary Closure:** Requires ADEK approval, limited to a 1–3 year period.
- **Permanent Closure:** Requires 6 months’ notice, stakeholder communication, full settlement of obligations, and submission of records to ADEK.

10. Appeals and Compliance

- BBS has the right to appeal any licensing decisions in accordance with the ADEK School Compliance Policy.
- Non-compliance with this policy will result in regulatory penalties or license suspension.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp