

Administrative Resolution No. (6) of 2025
Concerning the Requirements and Procedures for the
Appointment of Principals to Private Schools in the Emirate of Dubai¹

The Director General of the Knowledge and Human Development Authority in Dubai,

After perusal of:

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai (the “KHDA”); and

Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai,

Does hereby issue this Resolution.

Definitions
Article (1)

The words and expressions mentioned in this Resolution will have the same meaning assigned to them in the above-mentioned Executive Council Resolution No. (2) of 2017. The word “Guide,” wherever mentioned in this Resolution, refers to the “Principal Appointment Guide for Private Schools.”

Approval of the Guide
Article (2)

Pursuant to this Resolution, the “Principal Appointment Guide for Private Schools in the Emirate of Dubai,” published on the KHDA’s official website, inclusive of the forms, procedures, and technical requirements set forth therein, is approved.

Scope of Application
Article (3)

The Guide applies to all Private Schools in the Emirate that are governed by the above-mentioned Executive Council Resolution No. (2) of 2017.

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¹*Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

Requirements for Issuing Approvals for the Appointment of Principals

Article (4)

To be issued with an approval for appointment at a Private School, a Principal must:

1. be of good character and conduct and not have been convicted of a crime affecting honour or trustworthiness, unless he has been rehabilitated;
2. be medically fit to perform the duties of the post;
3. undertake, in writing, to comply with the professional and ethical code of conduct for education professionals in general education, as issued by the competent educational authorities in the UAE; and
4. possess the academic qualifications, the professional experience, and technical expertise, specified in the Guide.

Procedures for Issuing Approvals for the Appointment of Principals

Article (5)

In issuing an approval for the appointment of the Principal to a Private School, the following procedures will apply:

1. An application for the appointment of a Principal will be submitted by the Private School to the KHDA on the form prescribed by the Guide, supported by the required documents.
2. The KHDA will consider the application and verify that it meets all relevant requirements and that it is accompanied by all required documents.
3. The KHDA will issue its decision to approve or reject the application within ten (10) days from the date of its submission.
4. Where the application for the appointment of the Principal is approved, the KHDA will notify the Private School accordingly and register the Principal in its electronic system.
5. Where the application for the appointment of the Principal is rejected, the KHDA will notify the Private School of the reasons for rejection.

End of Service of Principals and Appointment of Interim Principals

Article (6)

- a. A Private School must notify the KHDA immediately upon the end of the Principal's service for any reason whatsoever, and must obtain the KHDA's prior approval if an interim Principal is to be appointed to oversee the Private School for a period not exceeding one (1) semester, pending completion of the procedures for appointing a new permanent Principal.

- b. The KHDA may, in special and justifiable cases, extend the time frame referred to in paragraph (a) of this Article for the same period.

Assuming Duties by Principals at Private Schools Article (7)

- a. A Private School must obtain the KHDA's prior approval for the appointment of a Principal before he assumes duties at the Private School.
- b. The approval issued by the KHDA in accordance with the provisions of this Resolution applies exclusively to matters related to the Principal's work at the Private School that submitted the appointment application. The Principal may not use this approval to assume a position at any other Private School.

Revocation of Approvals Article (8)

The KHDA may revoke its approval for the appointment of a Principal to a Private School where he ceases to meet any of the approval issuance requirements stipulated in Article (4) of this Resolution.

Reviewing and Updating the Guide Article (9)

The KHDA will be responsible for regularly reviewing and updating the Guide, and must ensure that any relevant updates are published on its official website.

Publication and Commencement Article (10)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Aisha Abdulla Miran
Director General
Knowledge and Human Development Authority

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