



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

Est. 1988

AIS/PARENTS/STUDENTS/2024-25/46

14th November 2024

CIRCULAR No. 46
ACTIVATION OF ATTENDANCE SMS AND EMAIL NOTIFICATIONS
FOR STUDENT ABSENCES

Dear Parents,

Greetings,

We would like to inform you that the Student Affairs department at ADEK has activated the automated attendance messages in eSIS system for students with Unexcused Absences. Based on the number of unexcused absences the student has accumulated in eSIS, these messages will be sent automatically to parents via SMS and email by ADEK.

Each category will trigger a different message, and the content of these messages is designed to encourage parents to ensure their child attends school regularly, emphasizing the importance of consistent education for their child's academic development. Once the absence threshold is reached, the relevant authorities will take further action.

The categories and their corresponding messages are as follows:

Initial Absence Notifications: These messages will explain the impact of missing school and emphasize the importance of regular attendance.

- 3 days of unexcused absence.
- 6 days of unexcused absence.
- 8 days of unexcused absence.

Referral to ADEK: These messages will inform parents that their child has been referred to ADEK for closer monitoring, and further actions may be taken if the absenteeism continues.

- 11-14 days of unexcused absence.
- 15-17 days of unexcused absence.

Notification of Further Action: This message indicates that the relevant authority will contact the parent to discuss the consequences of continued unexcused absences.

- 18-19 days of unexcused absence

Consequences and Final Action: At this stage, the message will inform parents that the relevant authority will take action and contact them to discuss the consequences of non-compliance with school attendance policies.

- 20 or more days of unexcused absence

Important Notes:

1. Role of school messages: Daily Absence Notifications : The school will continue to manage and send direct notifications via E-Mail regarding students who are absent or late and will remain responsible for ensuring timely communication with parents daily.
2. Role of ADEK Messages: The messages from ADEK, which are being activated as described above, are separate from the daily notifications sent by the school. ADEK's messages are intended to be a broader, more formal reminder to parents while the school manages day-to-day attendance communication.

Parents are advised to understand the importance of the above notification and ensure regular attendance of their wards to the school.

Best Regards,


ANZAR ABDUL SALAM
PRINCIPAL



AY: 2024 - 2025