



# المدرسة الآسيوية الدولية الخاصة

## ASIAN INTERNATIONAL (P) SCHOOL

AS RWS/PARENTS/2024-25/ 17

25<sup>th</sup> June 2024

### CIRCULAR NO.17 ATTENDANCE AND TARDINESS – POLICY UPDATE

Dear Parents and students,  
Greetings!

In accordance with the ADEK Policy updates on Students' Administration Affairs, this is an update on the attendance Policy of the school. The policy clearly outlines the ADEK expectation of accepting a maximum of 5% approved leave for a student in an academic year.

Absence is authorized when caused due to illness/ death of a first or second – degree relative or medical appointment scheduled prior to the absence supported with evidence, official community task, mandatory appearance before an official body, essential and urgent family travel for matters supported with evidence, attendance of conferences, competitions, and events with the permission of the Principal, observation of religious holidays, Examination leave, approved study leave and Government approved school closures.

The school will identify students with unauthorized absence rate above 5% and 10% respectively for Grade 1-12 and KG of the total calendar days(189 days) as a “Cause for Concern” and further will be monitored closely as being at **Educational Risk**.

School shall excuse students who are late in the morning due to adverse weather condition or any other exceptional reason deemed appropriate. On all other cases students will be stopped in the entry gate/ in reception. A student who is late for three or more occasions, the school will take actions as per School Behavior policy (Level 1: Students are stopped in the reception and an explanation is asked. Late coming is marked in the student's diary. Repeating the same, parents will be called. Incident recorded in the student file. Repetition of level 1 misconduct will be considered as Level 2 misconduct and treated accordingly).

All unreported absences within 2 hours of attendance register being closed will be reported to ADEK/eSIS as unauthorized.

Hence, all students are expected to be punctual to school and strictly follow the procedure of attendance marking and monitoring so as to be within allowed percentage of absence and thereby reducing the implication of learning loss.

Your cooperation is highly appreciated.

Best Regards,

  


ANZAR ABDUL SALAM  
PRINCIPAL

AY: 2024 - 2025