



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

AIS RWS/PARENTS/2024-25/ 45

14th November 2024

CIRCULAR NO.45

Policy Update on Attendance and Tardiness –Guidelines

HIGH IMPORTANCE

Dear Parents and students,

Greetings!

This is to bring to your attention the updated Attendance and Tardiness Policy issued by ADEK (Abu Dhabi Department of Education and Knowledge), as outlined in Circular No. 17, dated 25 June 2024. The revised policy specifies that students are permitted a maximum of 5% approved leave per academic year.

Despite numerous reminders through emails, school assemblies, and other communications, it has been observed that a significant number of students continue to be absent or take extended leave without adhering to the outlined procedures. ADEK is closely monitoring student attendance and tardiness, and parents are being directly notified via SMS or the Rayah app when their child's attendance falls below the required threshold.

We kindly request all parents to ensure compliance with the following attendance procedures:

Attendance Reporting Procedures

For Absences of One Day: Parents are required to send an email to the respective class teacher before 9:00 AM on the day of the student's absence.

For Absences of More than One Day: Parents must submit a formal leave application (available on the school website or at the reception) prior to the start of the leave. The application must be accompanied by supporting documents that justify the reason for the absence. These should be submitted either to the class teacher or reception.

Unexcused Absences: Any leave request not supported by valid documentation will be considered an unexcused absence. If the number of unauthorized absences exceeds the approved 5%, parents will receive a notification from ADEK regarding the attendance shortfall.

Unreported Absences: Any student who is absent and whose absence is not reported within 2 hours of the attendance register being closed will be marked as unauthorized and reported to ADEK/eSIS.

For a complete list of authorized and unauthorized absences, please refer to the ADEK Attendance & Tardiness Policy available on the school website under the "Students" tab.

AY: 2024 - 2025



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Attendance Monitoring and Consequences

• Students who accumulate unauthorized absences of more than 5% and 10% of the total school calendar days (189 days for Grades 1-12, and KG) will be identified as "At Risk" and will be closely monitored for their potential impact on learning.

The school encourages punctuality and expects students to arrive on time each day.

In cases of adverse weather or other exceptional circumstances, students will be excused for tardiness.

• For three or more instances of lateness, students will be subject to action as per the school's Behavior Policy.

• Students who have exceeded the 5% & 10 % approved leave(excused absences)respectively for Grade 1-12 & KG are required to submit an undertaking to the respective Class teachers before availing any more unexcused absences.

We urge all students to strictly follow the attendance and tardiness procedures, in line with ADEK's expectations, to avoid any learning disruptions and ensure a positive academic experience. Students' absence records and punctuality are critical to their success, and it is essential that we all cooperate in maintaining the highest standards.

Thank you for your attention and support in this matter.

Best Regards,


ANZAR ABDUL SALAM
PRINCIPAL

