



EMIRATES FUTURE INTERNATIONAL ACADEMY

UPDATED STUDENTS' ATTENDANCE GUIDELINES

EFIA/CIR-28/2024-25

Date: 18-09-2024

Dear Parents,

We would like to inform you that ADEK has recently updated its attendance guidelines. As per the new attendance policy, any reason of absence must be communicated to the school or the class teacher via email, rather than through WhatsApp, and this must be done before 7:00 AM on the day of absence.

Please note that if the email with the absence reason is not received by the specified time, the student will be marked as having an unexcused absence and as per ADEK guidelines, students are permitted a maximum of 8 days of unexcused absence per academic year. Exceeding the permitted days of unexcused absence will impact in the student's promotion to the next grade.

S.No.	Reason	Description
1.	Short-term illness	Temporary illness of any kind (e.g., cold, flu,
	Chronic illness	For students with chronic medical conditions who may require more than 10 school days of absence, including those who require medical care outside of the UAE.
2.	Family death	Death of a first- or second-degree relative.
3.	Family emergency travel	Urgent family travel for essential reasons such as medical care, escorting a loved one, or handling a family death (outside of first- or second-degree relatives).
4.	Religious holiday	Observation of religious holidays that are not classified as public holidays in the UAE.
5.	Medical appointments	A medical appointment scheduled prior to the absence.
6.	Medical for students with Additional Learning needs(ALN)	Leave for medical or therapeutic reasons for students with additional learning needs.
7.	Study leave	Leave of up to 4 weeks annually for board and pre-collegiate examinations, with ADEK approval.
8.	Government – approved closure	Absences due to government-sanctioned school closures, such as for extreme weather conditions.
9.	Unauthorized absence	Absences that do not fall under the list of authorized absence reasons.

Saji Oommen

Principal