



# EMIRATES FUTURE INTERNATIONAL ACADEMY

## CIRCULAR FOR ALL PARENTS

**Ref: EFIA/CIR-52 /2024-25**

**26/11/2024**

**Dear Parent,**

**Greetings!**

We are committed to providing a supportive and safe learning environment for every student. One key factor in ensuring the academic success and well-being of our students is their consistent attendance at school.

Regular school attendance is vital for the following reasons: Academic progress, Social development, Safety and well-being. We closely monitor student attendance to ensure that all students are receiving the best possible learning experience. If your child is absent, please notify the school as soon as possible to help us maintain accurate records and provide any necessary support.

Unexcused absence refers to missing school without a valid or acceptable reason (ex: Skipping school (truancy) , Oversleeping or being late without notification, unnotified personal or family events (unless the school grants approval), vacations during school days etc). We have observed an increase in unexcused absences, sometimes without prior notification. Department of Education and Knowledge (ADEK) and the school is closely monitoring such absence.

The categories and their corresponding messages will be as follows::

1. If a student has 3, 6, or 8 days of unexcused absences then the notification will emphasize the importance of regular school attendance. These reminders are intended to highlight the impact of missed school on a child's academic progress and stress the need for consistent attendance.
2. When unexcused absences reach 11-17days, parents will be notified that their child has been referred to the Department of Education and Knowledge (ADEK) for additional monitoring. Further actions may be taken if the absenteeism continues.
3. If a student reaches 18-19 days of unexcused absence, the relevant authority will contact the parent to discuss the consequences of continued unexcused absences.
4. 20 or more days of unexcused absence, a formal notification will be sent to parents to inform that the relevant authority will take action and contact them to discuss the consequences of non-compliance with school attendance policies, such as detaining tin class/ withholding the result etc.

**Please note:**

- The school will continue to send daily notifications regarding any student absences or tardiness(late coming), keeping parents updated on their child's attendance.
- In addition to the school's daily updates, ADEK will send formal notifications for ongoing unexcused absences to ensure compliance with attendance regulations.

This serves as a vital reminder of the importance of regular attendance. Unexcused absences are carefully tracked and ADEK's involvement highlights the seriousness of the issue. We urge you to take this matter seriously to prevent any serious consequences.

We kindly request your cooperation in emphasizing the importance of regular school attendance to your child. By working together, we can ensure that each student receives the full benefits of their education and continues to thrive academically and personally.

Parents can check daily attendance by logging on to **school portal** (efiaschool.com / portal login ) or through the **Orison – EFIA mobile app** . Please click on the following link to access your ward's attendance on the app –

**Android link-** <https://play.google.com/store/apps/details?id=com.reportz.EFIA>

**Ios link-** <https://apps.apple.com/lk/app/orison-school-v2/id1487457408>



**SAJI OOMMEN**  
**Principal**