



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

AIS/ PARENTS /2025- 26/32

27th September 2025

CIRCULAR No.32

REVISED ATTENDANCE /TARDINESS POLICY

IMPORTANT NOTIFICATION TO PARENTS & STUDENTS FROM ADEK

Dear Parents & Students

Greetings!

As per the notification received from ADEK, we hereby notify all the parents and students regarding the revised ADEK Student Administrative affairs policy concerning marking and monitoring students' attendance and tardiness. Kindly note that the school will be strictly adhering to the new guidelines aligned with the policy. Hence, all parents and students are advised to read carefully the changes given below:

1. Authorized Absences (Excused Absences): All absences of the students are mandatorily required to be informed to the class teacher & respective reception desk **before 8 am on the day of absence**. If no notification is received either through E mail or through leave forms, the absence will be marked as unauthorized absence and the absence will not be regularized on a later date. Schools will authorize the following types of absences, provided they are supported by official documents from appropriate authorities:

- Illness
- Death of a first- or second-degree relative
- Medical appointment scheduled prior to the absence
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads)
- Work in the entertainment industry
- Observation of religious holidays that are not defined as public holidays in the UAE
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK)
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK)
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions

2. Supporting Documents required for Absence Due to Illness:

- Parents shall submit a parent-written sick note (**daily as leave application or as Email**) if their child is absent for up to 3 consecutive days, otherwise the absence will be recorded as **an unauthorized absence**.
- Parents shall submit a sick leave certificate from a **DOH-licensed physician on the fourth consecutive day (including weekends), otherwise the absence will be recorded as unauthorized absences**.
- Schools will authorize a maximum of 12 annual school days of student **absence (during different occasions across the academic year) due to medical reasons without requiring a sick leave certificate from a DoH-licensed physician**.
- For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit **medical report** from a DoH-licensed physician or a relevant health authority, and schools shall consider each case at its own discretion.

AY: 2025 - 2026

3. Punctuality:

- a) School will excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.
- b) School will identify frequent lateness (reporting after 7.50 am) and will be recorded in their personnel dossier. Lateness (Tardiness) exceeding 03 times in a term will invite warning letter/notices as per ADEK /School behaviour & attendance policy.

4. Clarification on Absenteeism as per ADEK School Student Administrative Affairs Policy

- a) Clarifies that absence rates above 5%(9 days) **include both authorized and unauthorized absence for students in Cycle 1 to 3(Grades 1 to 12).**
- b) Clarifies that absence rates above 10%(18 days) **include both authorized and unauthorized absence for Kindergarten(KG) students.**

5. Unexcused Absences

- a) Family vacations during school days.
- b) Staying home without notifying the school.
- c) Non-emergency medical appointments.
- d) Non-severe weather conditions.

6. No Skipping School work:-Even excused absences mean your child must catch up on all missed work/tests.

7. Parent Responsibility: - Parent must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

8. E mail IDs:

Reception desk (Junior school- for KG to Gr 4): mallika.s@asianintlschool.com

Reception desk (Senior school- for Gr 5 to 12): reception@asianintlschool.com

"Attendance is the foundation of your child's future success. Being on time and present builds responsibility, protects learning and ensures your child thrives."

Best Regards

ANZAR ABDUL SALAM
PRINCIPAL

