



AJI CirNo 08/AJI/AY2026-27/JUNE

23rd June 2026

Subject: ADEK Attendance Requirements and Summer Vacation Reminder

Dear Parents,

Greetings!

As we approach the summer vacation, we would like to remind all parents of the importance of regular school attendance in accordance with the guidelines of the Abu Dhabi Department of Education and Knowledge (ADEK).

Leave of Absence Policy

A leave of absence will not be granted to a student without a valid reason.

A student may avail up to **12 days of leave cumulatively during an academic year**, provided the absence is supported by a valid reason such as a medical emergency, illness, or other approved circumstances. If not followed, the matter will be escalated and may be reported to the relevant authorities, including **ADEK** and **Child Protection Services**, as it may impact the child's right to education and the requirement to maintain a minimum attendance rate of **95%** of the total school days outlined in the School Calendar **of the scheduled school days** in an academic year.

Parents are therefore requested to ensure regular attendance and to submit appropriate documentation for any absence whenever required. Failure to meet this expectation necessitates that the student be placed on an **attendance intervention plan** to support improvement.

Key Aspects of ADEK's Attendance Guidance

- **High Attendance is Crucial:**
ADEK stresses the importance of attendance for student learning and progression.
- **Minimum Attendance Rate:**
A minimum of 95% attendance is a general expectation for students.
- **Authorized vs. Unauthorized Absences:**
Only absences for specific, approved reasons (like illness with a medical note or family emergencies) are considered authorized.
- **Consequences for Poor Attendance:**
Schools can take action for poor attendance, such as issuing warnings or implementing support plans. Exceeding certain thresholds of unauthorized absences can lead to a student being prohibited from re-enrolling for the next academic year.
- **Punctuality:**
Students are expected to be on time for the start of the school day, as late arrivals lead to missed learning.

What Parents Should Do

1. Understand Your School's Policy:

Review your child's school's specific attendance and punctuality policy for exact timings and detailed procedures.



2. Notify the School of Absences:

Inform the school of any absences as soon as possible, providing a valid reason and any required documentation, such as a medical note for illness.

3. Contact the School with Concerns:

If you are concerned about your child's attendance or need to discuss a situation, contact the school directly to arrange a meeting.

4. Avoid Unnecessary Absences:

Try to book family holidays and non-urgent travel outside of term time to prevent your child from missing valuable learning

5. If a student's absences exceed 5% of the total scheduled school days, the student will be classified as being in a "cause for concern" status.

6. Arriving late to school three or more times during the academic year will result in disciplinary action under the Student Behaviour Policy.

Summer Vacation

Last working day for students Before Summer Vacation - **Friday, 3rd July 2026.**

The school reopens after summer vacation - **Monday, 31st August 2026.**

"Summer is a time to relax, explore, and create beautiful memories. May your holidays be filled with joy, laughter, and endless sunshine."

We thank you for your support throughout the academic year and wish all our students and families a safe, relaxing, and enjoyable summer break.

AJI ADMINISTRATION