



سكوله سينت جورج
ST. GEORGE'S SCHOOL

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NOTICE

Our Ref: SGS/SC/P/1170

Date: 12th May 2025

To: All Parents/Guardians

GUIDELINES FOR STUDENT ABSENCE NOTIFICATION

We kindly remind you of the following procedures regarding student absences from school:

1. **Advance Notice Required** - Parents are requested to inform the school in advance if their child will be absent. This includes occasions such as performing Hajj/Umrah, attending an important event at home-country, going on holiday, or other significant commitments. Early notification helps us ensure proper record-keeping and support for the student's learning.
2. **Absence Notification Policy** - The school will accept absence letters for a maximum of seven (7) working days. If an absence letter is submitted beyond this period, parents must directly contact the school administration for clarification and further discussion.
3. **Parental Authorization** - All absence letters must be signed by a parent or guardian and must include a contact number for verification. This ensures proper communication and confirmation of the students' absence.

We appreciate your cooperation in following these guidelines to maintain a smooth and efficient attendance process. If you have any questions, please contact the school office.

Thank you for your attention and support.


JANIDI JINGAN
Principal

