

## Implementation of Automatic Absence Alert System

### To custodians of:

DAMAI SECONDARY SCHOOL

*Posted on 17 Jan 2025.*

Dear Parents/Guardians,

We are pleased to inform you that our school will be implementing an automatic absence alert system starting **20 January 2025 (Monday)**. This system is designed to ensure timely communication regarding your child's/ward's attendance.

If your child/ward is absent from school without prior notice, an SMS will be sent to the primary contact at 8:30am. The message will read as follows:

*Dear Sir/Mdm, your child/ward is absent as of 8:30am. Pls contact the FT or GO at 6443 6848 to clarify or update the reason for absence. Thank you.*

To facilitate smooth communication, we kindly request your assistance in informing the Form Teacher or General Office if your child/ward will not be attending school. Notifications should be made by 7:30am on the day of absence. Please note that all absences must be supported by either:

- A medical certificate, or
- A letter of excuse from parents/guardians (limited to five per semester).

These documents must be submitted to the Form Teacher on the next working day.

If you need to update the primary contact number or wish to opt out of the SMS notifications, please reach out to your child's/ward's Form Teacher. Should you have any questions or require further assistance, feel free to contact the Form Teacher as well.

Thank you for your cooperation in ensuring our students' well-being and accountability.

Warm regards,

Mr Loh Yan Xiang

HOD Student Management