**PRIMARY EDUCATION/PRE-PRIMARY EDUCATION /SPECIAL EDUCATION SCHOOL …………………………**

**YPAN DDE 02**

**Subject: Pupils’ School Attendance**

Dear parents/guardians,

We would like to inform you about your obligations concerning your child’s school attendance.

According to the 2024 (R.A.A. 168/2024) regulations concerning the Functioning of Public Primary Education Schools:

‘18. Any absence of a pupil of a compulsory pre-primary, primary or special education school shall be justified by the parent, in a manner satisfactory to the principal, as follows:

(a) For a few hours absences or one to five (5) consecutive days, the parent must notify the school, either by telephone, in writing or in person, the day before or the morning of the day the student will be absent;

(b) The school principle is required to promptly and thoroughly notify the relevant District Office of Education in writing in the event of an absence lasting more than five (5) days in a row or shorter absences occurring on a regular basis without a cause the principal deems serious. The notification contains comprehensive details based on a specially created form for this purpose. In the event of any unjustified absences, the District Education Office will notify the Police and/or the Welfare Office, as appropriate, to take additional measures to protect the student's right to education. The student will remain listed in the Attendance Register and absences will be recorded against their name for the duration of the absence;

(c) for absences due to illness;

(i) for absences longer than five (5) days, or in the event that the principle determines it necessary, a certificate from the attending physician is required, unless the principal is satisfied in another way;

(ii) for fewer than five (5) days; in the event that a physician's certificate is unavailable, the parent must provide the school with certificate signed by them.

(d) for absences for any other reason, a certificate signed by the parent must be presented to the school;

(e) a parent who is to pick up his/her child before the end of classes must first notify the school principal or classroom teacher in writing and then have the student leave the school;

(f) in the event that a pupil needs to systematically leave before the end of classes or be late in the morning in order to undergo treatment or receive treatment due to health problems, prior approval must be obtained from the school principal by completing a special form prescribed by the Director of Elementary Education:

Provided that, approval of requests for leaving or late attendance shall be given only in cases where the student is visiting a physician for the purpose of undergoing treatment or receiving treatment not provided at school, such as physical therapy, occupational therapy, etc.

(g) systematic late attendance of a pupil at school constitutes neglect on the part of the parents, which shall be dealt with under the Elementary and Secondary Education (Compulsory Attendance and Provision of Free Education) Act, and the Principal shall first inform the Social Welfare Services and if the late attendance of the pupil continues, shall act as provided in paragraph (b) of Regulation 18."

In addition, according to the Primary and Secondary Education (Compulsory Attendance and Free Education) Laws of 1993 until 2024:

*“3.-(1) Attendance of Compulsory Pre-primary Education, Primary and Lower Secondary School (Gymnasium) is compulsory until the pupil completes Lower Secondary Education (Gymnasium) or until the age of 15, whichever occurs first:*

*It should be noted that "compulsory pre-primary education" means the children's compulsory attendance in kindergarten, which includes the pre-primary class.”*

and

*“4.  Anyone who has custody of the pupil and fails to register him/her at school or fails to ensure and monitor the pupil’s attendance as defined in Article 3, commits an offense punishable by imprisonment of up to three months or a fine not exceeding €1.000 or both such penalties”.*

*8. As of the Elementary and Secondary Education (Compulsory Education and Provision of Free Education) (Amendment) Act, 2024's effective date, the following will be in effect:*

*(a) Children who turn four (4) years old and six (6) months old by 1st of September 2024, are required to attend pre-primary school during the 2024–2025 academic year.*

According to the relevant legislation, if a pupil attending Compulsory Pre-primary Education (46/12 years old and above), Primary or Special School is absent for more than five consecutive days or is absent for fewer days each time but on a regular basis, **without a satisfactory excuse**, the School Management has to immediately inform the local District Education Office submitting in a detailed report which includes the pupil’s and the parent/guardian’s personal details as well as any other important information about the pupil and his/her family that may be of any assistance. It is important to note that in all cases of unjustified absences, the District Education Offices will inform the Police or the Social Welfare Services, who will take further action so as to ensure the children’s right to education.

Taking into account all the above, you are asked to ensure the following:

1. **Children should arrive at school promptly, before the bell rings. Timely arrival at the school develops responsible pupils which is a pedagogical aim. Pupil’s supervision by the teaching staff begins at 7:30 a.m.**
2. **If your child arrives late to school, you should inform the secretary/School Management, by phone at this number: ……………**
3. **If your child will be absent for the duration of the whole day or for a number of days, you are required to promptly inform the secretary/School Management in person by phone or in writing by completing, signing and sending a “Pupil’s Absence Slip” by fax to ……… . For health-related absences exceeding five continuous days, a medical certificate is required.**
4. **If your child needs to leave school, before the end of the school day, or needs to be absent for a number of teaching periods, you should inform the secretary/School Management, in person by completing and signing a “Pupil’s Leave Permit” which will be provided to you by the school. No child may leave the school premises without previously informing the school and obtaining the relevant permission.**

Communication between the school and parents/guardians concerning the issue of pupil attendance is imperative so as to ensure the best interests of the children and avoid unpleasant situations, where pupils may be absent from school without their parents/guardians’ knowledge.

For your convenience, a **“Pupil’s Absence Slip”** is attached (document: Pupil’s Absence Slip). You must send this to school by fax or have it delivered by hand on the actual day of the absence, the day preceding or the day immediately following the child’s absence.

A **“Pupil’s Leave Permit”** (document: Pupil’s Leave Permit) is also attached. This must be completed on the school premises by you or the authorised adult who will collect the child.

A **“Late Arrival Slip”** (document: Pupil’s Late Arrival Slip) is also attached. This must be completed, if, for any reason, the pupil arrives at school after the commencement of the lessons. It must be completed by you or the person you authorize to deliver the child to the school.

The School Management and the teaching staff are at your disposal for any enquiries or further information you may require.

Headteacher’s Name: …………………………...……….…………..…………………………….................

Headteacher’s Signature: ……………………………………..………………………………

*(School stamp)*

Date: ……………………………………………………

**PRIMARY EDUCATION/PRE-PRIMARY EDUCATION /SPECIAL EDUCATION SCHOOL ……............……………………**

**YPAN DDE 02**

**TELEPHONE NUMBER ……………………..……… FAX NUMBER ………….………………….**

**SCHOOL YEAR ……………………**

**PUPIL’S ABSENCE SLIP**

Headteacher,

I would like to inform you that my child will be absent /was absent from school and that his/her absence(s) be considered justified due to the reasons reported below.

1. **PUPIL’S FULL NAME:** ……………………………………………………………….………………..

**CLASS:** ……………………….……

**CLASS TEACHER’S FULL NAME:** …………………………………….…………………………..

1. **DATE(S) OF ABSENCE(S)**

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

1. **REASON FOR ABSENCE(S)**

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

1. **I ATTACH RELEVANT DOCUMENTS (e.g. medical certificate, medical report) / I DO NOT ATTACH RELEVANT DOCUMENTS** *(Please delete accordingly.)*

Sincerely,

Parent/Guardian’s name: ……………………………………………………………………………………

Mobile telephone number: …………………………………………………………………………………….

Signature: …………………………………………………….…………………………………………………

Date: …………………

**PRIMARY EDUCATION/PRE-PRIMARY EDUCATION /SPECIAL EDUCATION SCHOOL …………………………**

**YPAN DDE 02**

**TELEPHONE NUMBER ……………….………..……… FAX NUMBER ………….…………………….**

**SCHOOL YEAR ……………………**

**PUPIL’S LEAVE PERMIT**

1. **PUPIL’S FULL NAME:** ……………………………………………………………….………………..

**CLASS:** ……………………….……

**CLASS TEACHER’S FULL NAME:** ………………………………….……………………………..

1. **DATE AND TIME (PERIOD OF ABSENCE):**

…………………………………………………………………………………………………………………

1. **PURPOSE OF ABSENCE(S):** *(Please complete accordingly.)*

*Accident*

*Health reasons*

*Other:* ...........................................................................................................................................................

...........................................................................................................................................................

1. **AUTHORISED ADULT COLLECTING THE PUPIL:** …………………………………...………………………………………………………….…………………

*(Only adults who have been stated on the relevant form are allowed to collect the child.)*

**RELATIONSHIP TO THE PUPIL:** …………………………………………………………………..

**MOBILE TELEPHONE NUMBER:** ………………………………………………………………….

**DATE:** ……………………………………… **TIME:** ………………………..……………….

**SIGNATURE:** …………………………………...………………………………………………………..

**PRIMARY EDUCATION/PRE-PRIMARY EDUCATION /SPECIAL EDUCATION SCHOOL …………………………**

**YPAN DDE 02**

**TELEPHONE NUMBER ……………….…..……… FAX NUMBER ………….…………………….**

**SCHOOL YEAR ……………………**

**PUPIL’S LATE ARRIVAL SLIP**

1. **PUPIL’S FULL NAME:** ……………………………………………………………….………………..

**CLASS:** ……………………….……

**CLASS TEACHER’S FULL NAME:** …………………………………….…………………………..

1. **DATE AND TIME OF ARRIVAL:**

………………………………………………………………………………………………………………....

1. **REASON FOR LATE ARRIVAL:**

*……………………………………………….…..………………………….………………………………....*

*………………………………………………………………………………………………………………....*

1. **ADULT WHO DELIVERED THE PUPIL TO SCHOOL:**

*…………………………………………………………………………………………….…………………....*

**RELATIONSHIP TO THE PUPIL:** ………………………...…………………………………………..

**MOBILE TELEPHONE NUMBER:** …………...……………………………………………………….

**DATE:** ……………………………………..… **TIME:** ………………………..……………….

**SIGNATURE:** ………………………………….....………………………………………………………..