

Regular school attendance helps students reach their educational, social and psychological potential so they will lead a fuller life as active citizens. Regular school attendance is compulsory from the age of 5 onwards.

## 1. Justified Absence

If the student is absent from school for only **one day** a written note by the parent to the Head of School is enough. If the child is sick and visits a doctor, the medical certificate can be given to the school instead of the written note.

A student may be excused with justified absence if the Head of School is presented with valid documentation in certain circumstances.

## 2. Unjustified Absence

If a student is habitually absent for three or more days without any justification, the Education Psycho-Social Services Personnel are informed and action is taken.

## 3. Absence due to Sickness

When the learners start attending school, they are given a **Medical Certificate Record Card (MCRC)**. Whenever children are sick and the parents visit the General Practitioner (GP), they are to take the MCRC. The GP is to fill in the MCRC and issue a medical certificate. A medical certificate is requested if the child is sick for more than 2 consecutive days.

The **Medical Certificate** and **the MCRC** are accepted by the school if they contain the following information:

- a) name, surname and registration number of the GP,
- b) the student's name,
- c) the student's class and school,
- d) the date of the examination or the date of issuing the certificate of illness,
- e) the exact number of days of recommended absence from school due to illness. The certificate must be renewed after a period of 7 consecutive days.
- f) The medical certificate is to be submitted by not later than 3 days after the student returns to school. If the student is sick for more than 5 consecutive school days, the certificate has to be handed in by the end of the fifth day.

The **MCRC** is to be used from one scholastic year to another and if students move from one school to another eg. from Primary School to Middle School.

#### **4. Travel Abroad**

Students who go abroad on a trip are also considered as “absent”.

However if there is a valid reason why the trip had to take place, the parents have to write a note to the Head of School explaining the reason for the trip, provide a copy of the flight tickets and proof that the event took place when they return to school.

When travelling abroad involves more than 15 school days, an appropriate form must be filled-in. Please ask a copy at the Clerks' Office.

#### **5. Marking of Attendance**

On the day when the student is absent from school s/he is marked as “Absent” however when the necessary documentation is provided by the school and the absence is justified, the student is marked as “Excused” or “Medical Absence” as required.

#### **6. Update of Students' Details**

If there are changes in students' details, the parents are to inform the school accordingly.