

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.

Objectives of the Guidelines:

- Students who attend regularly are more likely to continue studying
- The students do well and the difference between different students decreases when it comes to their performance in school
 - Trends in attendance are identified to create more measures/incentives so that students attend regularly
 - A check is made that individual students are complying with the educational legislation related to compulsory attendance
 - Promote the value of education

1. Justified Absence

If the student is absent from school for only **three days per month** a written note/email by the parent is enough. If the child is sick, a medical certificate is requested together with the Medical Certificate Record Card (ask the Class Teacher for a card if you do not have one) and 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. Justified absences can be only be accepted for **three days per month**, otherwise student is marked absent even if justified (if not for travel or medical reason).

If no justification is provided, student will not be allowed to proceed to class and a medical certificate stating that student is "fit for school" is to be provided before student is admitted.

2. Regular Unjustified Absence

If a student is habitually absent for three or more days in a month 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.

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 dates being covered by certificate due to illness.
- f) The medical certificate and MCRC is to be submitted when student returns to school.
- g) If the student is sick for more than 5 consecutive school days, the certificate has to be handed/emailed 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. Only in this case students can be excused as travelling abroad.

When travelling abroad involves more than 15 school days, an appropriate form must be filled-in. Please ask for 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.