



PRIMARY/ PRE-PRIMARY / SPECIAL SCHOOL

SCHOOL YEAR:

PUPILS' SCHOOL ATTENDANCE

Dear parents/guardians,

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

According to the Regulations concerning the Functioning of Public Primary Education Schools of 2024 to (No.2) of 2025:

“18. Any absence of a pupil from a compulsory pre-primary education, primary school or special education school must be excused by the parent, to the satisfaction of the headteacher, as follows:

- (a) For absences of a few hours or up to five consecutive days, the school must be informed by the parent, either by telephone, in writing or in person, the day before or on the morning of the day the pupil will be absent.
- (b) For absences of more than five consecutive days or absences of fewer days but at regular intervals, without a reason assessed by the school headteacher as serious, the school headteacher shall immediately inform in writing, in detail, the relevant District Office of Education. The notification shall include detailed information on the basis of a special form for this purpose. It is noted that in all cases of unjustified absences, the District Education Office shall inform the Police and/or the Welfare Office, as appropriate, to take further action to ensure the pupil's right to education. The pupil continues to be listed on the Attendance Register and absences are noted against his/her name for the entire period of absence.
- (c) For absences for health reasons –
 - (i) For more than five days or when the headteacher deems it necessary, a certificate from the doctor who attended the pupil is required, unless the headteacher is otherwise satisfied;
 - (ii) for less than five days, and provided that there is no doctor's certificate, a note signed by the parent must be presented to the school.
- (d) For absences due to any other reason, a note signed by the parent must be presented to the school.
- (e) A parent who is to collect his/her child before the end of classes must first notify the school headteacher or the classroom teacher in writing and then have the pupil dismissed from school.
- (f) In the event that a pupil needs to be systematically absent from school before the end of lessons or does not arrive at school on time in the morning in order to undergo treatment or receive treatment due to health problems, prior approval must be obtained from the school headteacher by completing a special form prescribed by the Director of Primary Education:

Provided that, approval to requests for removal or late arrival will be given only in those cases where the pupil will be visiting a physician to undergo treatment or receiving treatments not provided at school (such as physiotherapy, occupational therapy, etc.).

- (g) Systematic late attendance of a pupil at school constitutes negligence on the part of parents, which will be dealt with under the Primary and Secondary Education (Compulsory Education and Free Education) Act. In such cases, the headteacher shall first inform Social Welfare Services and if the late attendance of the pupil continues, the headteacher shall act as in Regulation 18 (b).”

In addition, according to the Primary and Secondary Education (Compulsory Attendance and Free Education) Laws of 1993 until 2025:

"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."

"3A.-(1) Every parent/guardian is required to always inform the kindergarten administration in advance of the pupil's absence from kindergarten.

(2) In the event of a pupil's absence from kindergarten for which the necessary notification has not been given by the parent/guardian, the kindergarten administration shall apply the instructions of the circular of the Minister of Education, Sports, and Youth."

"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. From the date of entry into force of the Primary and Secondary Education (Compulsory Education and Provision of Free Education) (Amendment) Act of 2024, the following shall apply: ...

(b) In the 2025-2026 school year, children who have attained the age of four (4) years and five (5) months before September 1, 2025, shall attend compulsory pre-primary education".

According to the relevant legislation, if a pupil attending Compulsory Pre-primary Education (4 ⁵/₁₂ 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 instructions from the Ministry of Education, Sport and Youth to immediately inform the local District Education Office submitting 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:

- (a) Children should arrive at school **promptly**, before the bell rings. Timely arrival at the school develops responsible pupils which is a pedagogical aim. Supervision of pupils by the teaching staff begins at 7:30 a.m.
- (b) If your child is going to be late for school, please inform the School Secretary/Administration promptly, either in person or by telephone (tel. no.) or in writing, by sending a message to the school's mobile phone (mobile phone number for absences:)
- (c) If your child will be absent for the whole day or for several days, please inform the School Secretary/Administration in advance either in person or by telephone (tel. no.) or in writing, by sending a message to the school's mobile phone (mobile phone number for absences:)
- (d) If your child has been absent for one or more days, you must submit a completed Absence Form on the first day the child returns to school. For absences of more than five days due to health reasons, a medical certificate is also required.
- (e) 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 pupil attendance is essential to ensure the best interests of the children and to avoid unpleasant situations where pupils may be absent from school without their parents'/guardians' knowledge.

Please note that if you fail to inform the school of your child's absence, the school will attempt to contact you by telephone. If you do not respond, it will send a message to your mobile phone reminding you to contact the school regarding your child's absence. In cases where no one responds to the school's call/message by 8:45 a.m., the school will immediately notify the police.

_____ For your convenience, a **“Pupil’s Absence Slip”** is attached (**Form YPAN DDE 02A**). This must be submitted to the school on the day immediately following the child’s absence.

_____ A **“Pupil’s Leave Permit”** is also attached (**Form YPAN DDE 02B**). This must be completed on the school premises by you or the authorised adult who will collect the child.

_____ A **“Pupil’s Late Arrival Slip”** is also attached (**Form YPAN DDE 02C**). 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: