

DIMOTIKO SCHOLEIO/NIPIAGOGGIO/EIDIKO SCHOLEIO .....

**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 2008 to 2012 regulations concerning the Functioning of Public Primary Education Schools:

*Every absence from school must be justified in writing by the parent or guardian explaining the reasons to the satisfaction of the headteacher:*

- (a) For health-related absences exceeding five days a doctor's certificate should be submitted to the school, unless the headteacher finds another justification satisfactory.*
- (b) For absences exceeding six consecutive days without a reason which can be accepted by the headteacher as justifying the absence, the headteacher is required to immediately inform the Director of Primary Education via the school inspector. The information which needs to be communicated to the Director of Primary Education includes the child's full name, his/her class, date of birth, number of completed years s/he has attended school, the date the child stopped attending school, the parent/guardian's full name, details concerning any past violation of the law regarding compulsory education and possible reasons for exempting the parent/guardian from this law. The child's name should continue to be written in the Class Register and next to his/her name the number and period of absences should be recorded.*

In addition, according to the Primary and Secondary Education 1993 Law N.24(I) and the 2004 Law N.220(I) (Compulsory Attendance and Free Education):

*"attendance of Pre-primary, 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" and "anyone who has custody of the pupil and fails to ensure and monitor their attendance at school [...] is committing an offence [...]."*

According to the relevant legislation, if a pupil attending a Pre-primary, Primary or Special School is absent for more than six 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 and Culture to immediately inform the local District Education Office submitting a detailed report which includes the pupil's and the parent/guardian's 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. Pupil's supervision by the teaching staff begins at 7:30 a.m.
- (b) If your child arrives late to school, you should inform the secretary/School Management, by phone at this number: .....
- (c) 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.
- (d) 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 may 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 needs to be completed on the school premises by the person who will collect the child.

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: .....

**DIMOTIKO SCHOLEIO/NIPIAGOGEO/EIDIKO SCHOLEIO .....**

**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:** .....

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

.....  
.....

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

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

**4. 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: .....

DIMOTIKO SCHOLEIO/NIPIAGOGEO/EIDIKO SCHOLEIO .....

TELEPHONE NUMBER ..... FAX NUMBER

.....

SCHOOL YEAR .....

**PUPIL'S LEAVE PERMIT**

1. PUPIL'S FULL NAME: .....

CLASS: .....

CLASS TEACHER'S FULL NAME: .....

2. DATE AND TIME (PERIOD OF ABSENCE):

.....

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

Accident

Health reasons

Other:

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4. PERSON COLLECTING THE PUPIL: .....

RELATIONSHIP TO THE PUPIL: .....

MOBILE TELEPHONE NUMBER: .....

DATE: ..... TIME: .....

SIGNATURE: .....