

ST. IGNATIUS COLLEGE

Administration Centre,
Zentrum Busines Centre,
Level 1,
Mdina Road,
Qormi. QRM 9010



Nitghallmu u Nikbru Flimkien
Learning and Growing Together

Tel : 2598 7500
Email: stignatius.college@ilearn.edu.mt

29th September 2022

Primary Schools

Dear Parents/Guardians,

We would like to welcome you to a new scholastic year.

The Education Directorates within the Ministry for Education and Employment have issued the Attendance Policy and Procedures which must be adhered to by all, in the best interests of the students. Your contribution in the educational life of your child is very important whereby you are kindly requested to follow the procedures below:

1. If your child cannot attend school, you are kindly asked to submit a note to the Head of School explaining why your child could not attend school. A justification must be given for **each** day your child misses school. You are requested to provide documents to explain the absence. The Head of School will inform you whether the justification provided has been accepted or not.
2. If the justification is not accepted by the Head of School your child will be recorded as absent. When the number of unjustified absences accumulates to **9 days**, a fine will be issued as from the next absent day.
3. If your child is not attending school because they are not feeling well, a medical certificate is to be provided only when your child is sick for more than 3 days. When your child is sick for less than 3 days, a written note is sufficient. However, the Head of School may still ask for a formal medical certificate when your child is absent for less than 3 days if it is considered necessary. **The Medical Certificate is to be presented on the first day that the child returns to school.** Every medical certificate should not cover more than 7 school days. It is important that the doctor issuing the medical certificate fills in the *Medical Certificate Record Card* that must be presented to the school together with the medical certificate.
4. Permission will no longer be granted for students who go on holidays falling on school days. These will be marked as absent. However, when students are requested to go abroad for educational visits, permission will be granted on presentation of valid documentation. In situations when the trip is related to a family issue a written

justification is to be presented to the Head of School who will inform you whether the justification has been accepted or not.

5. As stipulated in the Education Act Chapter 327, Article 2, the obligatory age when students are to start attending school is 5 years. Hence, parents of children who reach the age of 5 and attend Kindergarten 2, are to follow the procedures mentioned in this letter.
6. When a student turns 16 years after starting Form 5, they are legally obliged to complete it.

Your collaboration is essential to ensure that these procedures are followed through in the best interest of each student.

Thank you for your ongoing support,