



Maria Regina College, Middle School, Naxxar.

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Dear Parents/Guardians,

As notified in Circular No 5 of the 23 November, the Directorate for Education is updating the National Attendance Policy, as per details hereunder. The procedures below are to be adhered to by all stakeholders in the best interests of the students.

1. *If your child cannot attend school, you are kindly asked to call and later submit a note to the Head of School explaining why your child could not attend school. A written explanation has to be given for each day your child misses school. You are requested to provide documents to justify the absence such as medical certificate. The Head of School will inform you whether the explanation provided has been accepted or not.*
2. *If the explanation 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, further action will be taken.*
3. *If your child is not attending school because s/he is not feeling well a medical certificate is to be provided only when your child is sick for more than 2 days. When your child is sick for 2 or less 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 2 days or less, if it is considered necessary. The Medical Certificate is to be presented on the day the student returns to school. If the student is sick for more than 5 consecutive school days, the medical certificate has to be handed in on the first day the student returns to school. It is important that the doctor issuing the medical certificate fills in the Medical Certificate Record Card that has to be presented to the school together with the medical certificate.*
4. *Students who go on holidays falling on school days 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 explanation is to be presented to the Head of School who will inform you whether the explanation has been accepted or not.*
5. *As stipulated in the Education Act, Chp 327, when a student turns 16 years after starting Form 5 (Year 11) s/he is legally obliged to complete it.*

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

Lino Borg – Head of School

PS: In this letter, the words “Head of School” also refer to his representative or a member of the Senior Leadership Team.

School Awards





