

# Attendance Policy

## Guidelines for Students

### Absence:

1. The school day begins at **8:05 a.m.** Students must be in their classrooms to take morning roll-call conducted by their class teacher at or before **8:05 a.m.** Students who arrive at the school campus but miss morning roll-call in their classrooms are late.
2. Lunchtime is from **12:30 p.m.** to **1:50 p.m.** and students must be in their classrooms to take afternoon roll-call conducted by their class teacher at or before **1:50 p.m.** upon their return from lunch. Students who arrive at the school campus but miss afternoon roll-call in their classrooms are late.
3. A student's parent / guardian is required to call the General Office ("GO") **before 8:05 a.m.** on the day of the student's absence regardless of reason. Students who are absent from school should present an absence notification form with parents' signature stating the reason(s) for their absence and/or a doctor's certificate (absence due to medical reasons) to **their class teachers** immediately upon returning to school and lessons.
4. Students have the responsibility to report to the GO when they are late. Students who are late should go directly to the GO to take roll-call using student ID cards upon returning to school. The arrival time of the student will be automatically recorded by the computer system at GO. Late comers who fail to take roll-call at GO will be recorded as "unexcused absence" even when they are late. Arrival time and records will **not** be amended afterwards.
5. A student's parent / guardian is required to prepare an absence notification form with parents' signature and supporting documents for the student to hand in to his class teacher for prior notification at least **10 working days before** the day of the student's absence due to an external examination / a scheduled event / a competition / personal matters / family matters.
6. Unexcused absences include absences without a parental call / verification, without handing in an absence notification form with parents' signature and a doctor's certificate (absences due to medical reasons. \*Refer to the guidelines for notification) within 7 working days. Failure to report to Class Teachers and/or leaving school without permission from GO will result in unexcused absences. Students with unexcused absences will be identified as truant.
7. The school must report without delay to EDB on the 7th day of a student's continuous absence regardless of his age, class level and reason(s) for absence.
8. For details, please refer to the guideline below.

**Guidelines for Notifications**

Reasons for/ Period of Absence	Prior Application	Course of Action
Urgent personal / family matters	NA	(1) Call GO before 8:05 a.m. (2) Provide an absent notification form with parents' signature
Sickness	NA	(1) Call GO before 8:05 a.m. (2) Provide an absent notification form with parents' signature (3) Provide a doctor's certificate if student is absent for more than 1 day or has accumulated 5 or more days of medical absence in a school year along with the absent notification form.
External exams / scheduled events / competitions/ personal matters / family matters	At least 10 working days before	(1) Provide an absent notification form with parents' signature (2) Provide supporting documents

9. Students who have been absent from school because of sick leave for a total of 5 days in a school year should present an absent notification form with parents' signature stating the reason(s) for their absence and a doctor's certificate immediately upon returning to school regardless of the length of absence.

**Early dismissal:**

- On the day when a student takes early dismissal, he is required to present an early leave form with parents' signature and supporting documents (if any) when approaching the GO for an early leave slip.
- Early leave form can be obtained from GO or downloaded from the school website.

### Follow up action for attendance policy

- The school expects students to attend school on time every school day. Students are expected NOT to be absent without a valid reason.
- Students who are absent without a valid reason will receive an adjustment in the maximum conduct grade on the mid-year and final report cards as follows. With reference to the maximum conduct grade, the class teachers need to further adjust the conduct grade based on the performance of the students in each term.
- Students who exceed the maximum number of absence per school term as stated in the table below will be passed to the Discipline Committee and Student Guidance Team for follow-up action.

Total number of days of unexcused absence per school term	Maximum conduct grade before the adjustment made by class teacher
2	B+
3	B
4 or above	C+*

\*Follow up action will be taken to students who have unexcused absence more than 4 days per term or who have otherwise seriously violated the attendance policy. Examples of follow up actions as follows.

- ✓ Meeting with the class teacher
- ✓ Meeting with a member of Student Guidance Team
- ✓ Meeting with the social worker
- ✓ Meetings with Heads of the Student Guidance Team and the Discipline Committee
- ✓ Meeting with Parents
- ✓ Meeting with professionals
- ✓ Discipline report or/and Counselling report to Centre for Further Studies / Careers Office / External scholarship committee / Internal scholarship committee / Teacher-in-charge of ECA / Promotion meeting / Deans / Headmaster
- ✓ Record on report card
- ✓ Record in student profile
- ✓ Warning letter
- ✓ Detention class
- ✓ Suspension
- ✓ The record of the unexcused absence on the exam report card.
- ✓ Special report to EDB