

Christian Alliance S Y Yeh Memorial Primary School
School Policy

To develop students' regular attendance habits and inculcate a positive attitude and value towards schooling, the school has formulated a mechanism for assuring students' regular attendance. Details are listed below:

1. Purpose of school policy:

1.1 Developing students' regular attendance habits as well as inculcating a positive attitude and value towards schooling.

1.2 Formulating clear procedures and guidelines for different school personnel to follow.

2. Strategies to be adopted under the school policy:

2.1 To have a balanced curriculum and well-designed teaching and learning strategies to cater for students' learning needs with different abilities and aptitudes. Students must attend school activities such as sports day, school trips, life-wide learning activities, post-exam activities.

2.2 To devise and coordinate various measures and strategies to develop students' positive value and attitude towards schooling.

2.3 To adopt Cross-disciplinary collaboration: The school integrate the student guidance and discipline work. Teachers and student guidance personnel collaborate in handling at-risk students or marginal dropouts.

2.4 Early intervention approach is in place whenever there is truancy, unexplained absence or irregular attendance.

2.5 To make good use of the community resources available for dropouts with problems in behavior or other aspects that are beyond schools' handling capacity.

2.6 To strengthen parent education and home-school co-operation to enable parents to understand the school policies on student attendance and support their children in meeting the requirements.

2.7 To set up support systems and develop pastoral support plans to enable returning students to catch up on learning and re-integrate within the school.

2.8 To organize any school activity that builds trusting relationship between teachers and students, values students' individuality, recognizes their contribution, addresses their concerns, or strengthens their sense of belonging or ownership to the schools etc.

3. Procedures for Reporting Student Dropouts and Other Student Movements

3.1 The school have complied strictly with the requirements of reporting students' non-attendance and dropouts to EDB.

3.2 For continuous non-compliance, class teachers will provide intervention service, including counselling to them. It is suggested to be at least once every week.

3.3 The school will issue a warning letter to the parent(s) if the sick leave taken is more than two consecutive days and without the support of an appropriate medical certificate.

3.4 Guidelines on non-attendance, job allocations and rules:

No. of days of absence	Person in Charge	Duty and Handling
1 or 2 days	Class teacher	<ul style="list-style-type: none"> ● Contact the parent(s) for details. ● The teacher will inform the student, who is with reasonable grounds to be absent from school (such as sickness or family matters), to return the Leave of Absence, or the parent can notify the teacher by Student Handbook. ● Follow-up actions will be taken, and counselling service will be provided if the student is absent from school without any reasonable grounds.
3 to 6 days	Class Teachers	<ul style="list-style-type: none"> ● Notify the Student Guidance Officer.
	Student Guidance Officer	<ul style="list-style-type: none"> ● Notify stationing social worker. ● The social worker will meet with parent(s) to understand the situation of the student.
7 days or more	Student Guidance Officer	<ul style="list-style-type: none"> ● Report to Education Bureau (EDB) and refer the case to School Social Worker. ● The school will work in partnership with the Non-attendance Cases Team of EDB to help the student resume class. ● If the non-attendance situation persists without reasonable excuse, EDB may issue an Attendance Order under Section 74 of the Education Ordinance (Cap 279) to the parent(s).

Particulars	Person in Charge	Duty and Handling
Class Resumption	Student Guidance Officer Social Worker Subject Teachers	<ul style="list-style-type: none"> ● Report to EDB. ● Provide counselling service and follow-up the student's learning process and mental state. ● The social worker and class teacher learn about the case and formulate plans for class resumption.

3.5 The school will hand out the latest guidelines on non-attendance, job allocations and rules to teachers. Therefore, calling a crisis management meeting on non-attendance is not necessary.

3.6 A male teacher or a male co-worker will accompany the stationing social worker during home visits.

Acceptable reasons for non-attendance	Unacceptable reasons for non-attendance
1. Sick leave	1. Truancy
2. Personal leave	2. Sick leave for days without the support of an appropriate medical certificate
● Funeral	3. Return to hometown or travel during school days
● Weddings of direct relatives	4. Reluctant to go to school
● Application for HKID	5. Avoid school for incomplete homework or lateness
● Court summons	6. Arrange personal affairs that can be done during non-school days
● Report to the police station	
● Family emergencies	
● Public Exams or Professional Exams	
● Special events approved by the school such as transfer interviews	

4. Handling of Dropout Cases

4.1 Report the cases to EDB.

4.2 School social worker and student guidance personnel will provide intervention service, including counselling to them during the first two months after their absence has been reported.

4.3 When counselling is not effective in bringing these students back to

school, EDB will issue a warning letter to the parent(s) at the end of the second month after the reporting of absence.

4.4 Should absence still persist, EDB will issue a reminder at the end of the third month and every month thereafter.

4.5 For continuous non-compliance, EDB will issue an Attendance Order under Section 74 of the Education Ordinance (Cap 279) at the end of six months.

4.6 School social worker work in partnership with the Inspector of the Non-attendance Cases Team of EDB.

4.7 Should absence still persist, the parent(s) will be inspected by the police, and prosecution will be commenced.

4.8 Resumption of schooling by court proceedings.

5. Handling of Suspension of Students

5.1 Avoid suspending students who have misbehaved from class. The school will comply with the procedures provided in the Codes of Aid to handle the suspension of students from class under very special circumstances.

5.2 The school will duly warn and notify parents or guardians before suspending students who have misbehaved badly from class for a short period of time.

5.3 If suspension from class lasts more than three days, the school should report the case to the Permanent Secretary for Education.

5.4 The school keeps a record of all suspension cases should enquiries be required at a later date.

5.5 During suspension from class, the student should receive proper supervision and counselling within the school premises. Only with special circumstances, the student can leave school early.

5.6 In the event of possible delinquent behavior of students that may violate the law, Police Community Relations Officers will be informed.

For any enquiries on the school policy, please contact our Student Guidance Officer, Ms. Tang Wing Shan, at 3152 2973.