

Hong Kong International School

POLICY

1 Red Hill Road,
Tai Tam, Hong Kong

6 South Bay Close,
Repulse Bay, Hong Kong

Education and Students

Series 3000

Policy Title : Student Attendance

Policy No. : 3150

HKIS believes that daily school attendance is critical if students are to receive the maximum benefits from the opportunities offered at the school for learning and growth. Absences, for any reason, are disruptive to the learning process and to the achievement of the student. Being on time for school and for class is also important for the individual student and the class as a whole. The absent or tardy student misses valuable interactive classroom experiences, and immediate feedback from teacher and peers.

The school is committed to working with parents to ensure consistent attendance for all students. Parents should not permit students to miss school for reasons other than illness, family emergencies, or significant personal reasons, such as religious observances or external exams. Parents are also asked to respect the school's calendar especially at parent conference times and not to take their child out of school for travel, or vacations during regularly scheduled school days. If a student is absent for reasons other than illness, family emergencies or significant personal reasons, parents should note that the school does not require teachers to provide make-up work. Absences or non-attendance at concerts or other performances may also affect a student's grade.

Any absence, tardy or early dismissal must be accounted for. Parents should notify the school early in the school day if their child will be absent due to illness, or as early as possible in advance for other absences.

Each principal will annually publish the official start and end of the school day, and will also outline the specific procedures for late arrival at school, early dismissal and divisional policies related to making up any work missed.

All students are expected to be on school grounds from the official start to the end of the school day. Permission for students to leave their school campus during school hours can only be granted by the Principal of the school or his/her designee.

Date Adopted : 2004
Date of Last Review : June 2008
Date of Next Review : 2013/2014
Reference : *Policy posted on HKIS Intranet June 10, 2008*

Administrative Regulations: Student Attendance Policy - No. 3150

The following information will be reviewed and published at the beginning of each school year in the divisional student handbooks and parent handbooks. The information will also be available on the HKIS DragonNet divisional websites.

- School hours.
- Whom to contact when your child is absent from school.
- Excused and unexcused absences.
- Tardiness, late arrival, and early dismissal.
- Procedures for “missed class work”.
- Consequences of absence from class, where applicable.
- Illness at school.
- School Sponsored Activities resulting in absence from class.
- Advanced Placement Exams (High School).