



PUPIL ATTENDANCE POLICY

1. Introduction

- 1.1. At Harrow International School Hong Kong, we see pupil attendance as critical to academic success, social integration and wellbeing. We monitor attendance rates on an ongoing basis. As required by the EDB and outlined in *Keeping Children Safe in Education* and the statutory guidance *Working Together To Improve School Attendance*, teachers, tutors, pastoral leads and Senior Leaders will take action if a pupil's absence becomes a concern.
- 1.2. Absence from School affects the pattern of a child's schooling and regular absence can seriously affect their learning. Research indicates that regular school attendance is positively correlated with pupil wellbeing and performance. Pupils who attend school consistently are more likely to develop strong social connections, engage in supportive learning environments, and experience higher levels of academic achievement, all of which contribute to improved mental and emotional health. Conversely, irregular attendance can lead to feelings of isolation and anxiety, negatively impacting overall wellbeing.
- 1.3. Patterns of poor attendance may point to an underlying factor which needs addressing. It is also recognised that young people do occasionally fall ill, and one's individual recovery to a healthy state before returning to school is important, as is the need to protect the community from spread of infection.
- 1.4. Our aims are:
 - 1.4.1. To develop and maintain a whole school culture that promotes good attendance.
 - 1.4.2. To ensure, as far as possible, that every pupil can fully benefit from and contribute to the life of the school.
 - 1.4.3. To build strong relationships with families, encouraging them to take an active role in promoting good attendance and punctuality.
 - 1.4.4. To respond proactively to non-attendance and/or lateness in a proportionate and targeted way.
 - 1.4.5. To work closely with pupils and their families where attendance becomes a concern.
- 1.5. We expect the highest standards of attendance and punctuality, reflecting our commitment to wellbeing and achievement. Our minimum attendance target is 95%.
- 1.6. The school can be required to share information about a pupil's attendance with universities and prospective schools.

2. How the school promotes good attendance

- 2.1. Good attendance is established as part of the school's culture, reflected in both strategic planning and day-to-day systems and processes.
- 2.2. We set high expectations for the attendance and punctuality of all pupils and communicate these regularly and effectively to pupils and parents.

- 2.3. The school provides a safe, welcoming and stimulating learning environment.
- 2.4. Staff are supportive and approachable.
- 2.5. Data is used proactively to spot and address problems at the earliest possible stage.
- 2.6. Good attendance is rewarded via the school rewards system for pupils whose attendance is 97% or above at the end of each term. Good attendance is also celebrated in House and Year Group Assemblies.

3. Partnership with pupils and parents

3.1. The School expects pupils to:

- 3.1.1. Attend regularly, punctually and be ready to learn.
- 3.1.2. Be prepared for the day with appropriate equipment (e.g. P.E. kit).
- 3.1.3. Tell a member of staff if there is any problem which may discourage or prevent them from attending school.

3.2. The School expects parents/guardians to:

- 3.2.1. Fulfil their legal responsibility to ensure that their child attends on time and every day that the school is open as per the term dates, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for absence in advance from the Head, Senior Deputy (Whole School), Head of Lower School or Head of Upper School.
- 3.2.2. Notify the school of any absence or delay as soon as reasonably possible and to provide an explanation.
- 3.2.3. Arrange medical and dental appointments out of school times wherever possible.
- 3.2.4. Arrange holidays out of school term time.
- 3.2.5. Arrange for any extracurricular commitments, training or rehearsals to take place outside of school time unless authorised by relevant staff.
- 3.2.6. Make any application for authorised leave of absence at the earliest opportunity and at least 7 days in advance.
- 3.2.7. Speak to relevant members of staff if they know of any problem which may affect their child's attendance or punctuality.
- 3.2.8. Cooperate with the school to improve attendance or punctuality if it has been raised as an issue.

3.3. What parents/guardians can expect from the School:

- 3.3.1. A school culture that promotes good attendance and punctuality
- 3.3.2. Efficient and accurate recording and monitoring of attendance
- 3.3.3. Regular communication with parents/guardians on attendance and punctuality
- 3.3.4. First day contact with parents/guardians when absence is unexplained
- 3.3.5. Prompt action when a problem has been identified
- 3.3.6. Liaison with the EDB and Social Welfare Department to assist and support families where needed and if attendance becomes a concern

4. Planned Absences:

- 4.1. Apart from as a result of illness, no pupil in the Upper School should be away from school without prior permission from their HM who can approve up to one day's leave, or the Senior Deputy Head (Whole School) who oversees all other requests for leave of two days or more.

- 4.2. Apart from as a result of illness, no pupil in the Lower School should be away from school without prior permission from the Head of Lower School.
- 4.3. All schools are expected to restrict leave of absence to the specific circumstances as set out in the statutory guidance. These are summarised below:
 - 4.3.1. Attending a medical or dental appointment (where it is not possible to make an appointment out of school hours)
 - 4.3.2. Attending an interview locally
 - 4.3.3. Attending an interview abroad, for which up to five days' leave may be granted
 - 4.3.4. Religious observance
 - 4.3.5. Studying for a public examination outside of study leave, for which half a day's leave may be granted in exceptional circumstances and if approved by the School.
- 4.4. If a leave of absence for exceptional circumstances is granted, it is for the school to determine the length of time the pupil can be away from school. As stated in the regulatory guidance, a need or desire for a holiday or other absence for the purpose of leisure and recreation is not considered to be an exceptional circumstance.
- 4.5. Leave for any public examinations which are taken outside of the school will only be granted for half a day prior to the examination. Permission must be sought via email through the child's HM and tutor.
- 4.6. Leave for any admissions tests outside Hong Kong will be given on a case-by-case basis, with five days the maximum time allowed.
- 4.7. Parents should submit a request for absence to the Head of Lower School (for Lower School absences) or the Senior Deputy Head (for the Upper School) no later than 7 school days prior to the date of absence. If an absence is authorised in advance, parents will be notified and an absence note will not be required on return. Absences may not be approved if insufficient notice of less than 7 days is provided.
- 4.8. If an absence is regarding an elite co-curricular absence, the Deputy Head (Co-Curricular and Organisation) must be included in the email.
- 4.9. Absence for reasons other than those sanctioned by the regulations, for no reason given, or exceeding the terms of exceptional leave will be recorded as unauthorised absence.
- 4.10. Requests for a child to leave school before the end of the school day should be made to the Class Teacher or House Master/Mistress at least 48 hours in advance. If permission is granted, pupils should sign out with the LS/US Office.

5. Unplanned absence

- 5.1. It is the parents'/guardians' responsibility to inform the school of their child's absence as soon as reasonably possible on the first day of absence:
 - 5.1.1. Lower School parents should, before 7.30am, email ls-info@harrowhongkong.hk copying the Class Teacher into the email.
 - 5.1.2. Upper School parents should, before 7.30am, email absencesus@harrowhongkong.hk copying the child's **HM and Tutor** into the email.
 - 5.1.3. It is the parents' responsibility to notify the school of an unplanned absence. If the pupil does not turn up to School a call will be made to parents to find out where the child is and to ensure they are safe.

- 5.1.4. If contact cannot be made, the school has a duty to report pupils who cannot be located to the Police and the Social Welfare Department. Children missing in education can act as a vital warning sign to a range of safeguarding issues.
- 5.2. Parents/guardians must inform the Class Teacher, Tutor or HM of any illnesses, injuries or medical matters that have arisen whilst at home, during weekends or holidays.
- 5.3. If a pupil is ill during a weekend or holiday, he or she should not return to school until fully recovered and is deemed to be no longer infectious.
- 5.4. Pupils who have had a temperature (higher than 37.5 degrees) should remain at home and not return to school until 24 hours with a normal temperature, without any medication.
- 5.5. Children who have had diarrhoea or who have been vomiting should not return until 24 hours after the final bout of vomiting or diarrhoea (or 48 hours for Early Years children).
- 5.6. If a pupil is away from school through illness, an operation or any other cause, parents/guardians should communicate this with the Class Teacher or HM, outlining the pupil's likely return date and any restriction on his or her participation in school life.
- 5.7. Should a child be off school with illness for three days or more, a doctor's note giving a reason for the sickness and a diagnosis (in English) must be sent to the child's Class Teacher or House Master/Mistress and their tutor. Class Teachers and HMs are responsible for following this up and liaising with the School's Health Care Centre.
- 5.8. Any diagnosis given to a pupil by a doctor should be shared with the School by the parent.
- 5.9. Pupils must not send any emails requesting permission for absence from school on behalf of parents or guardians.
- 5.10. Regardless of the reason for the pupil's absence, age and class level, schools are required to report to the EDB pupil non-attendance on the seventh day of the pupil's continuous absence (please see Appendix A).

6. Authorised and Unauthorised Absence:

- 6.1. Authorised absences are mornings or afternoons away from School for a good reason (such as illness or exceptional circumstances) and which have been approved by the Class Teacher, Tutor, HM or Senior Leadership Team.
- 6.2. Unauthorised absences are those which the School does not consider reasonable and for which no leave has been previously authorised.

7. Lower School Registration

- 7.1. All classes are registered twice a day – in the mornings and after lunch in P1 and P6. This will constitute 'session attendance'.
- 7.2. All Specialist Teachers should register every class that they teach, every lesson. Every class will register, in the morning and after lunch.
- 7.3. Any pupil who arrives late to School should report to the Lower School office to be registered.

- 7.4. If a pupil arrives late to a class, the Class Teacher should check whether they have been registered on iSAMS. If a student has not been registered at School by 8.20am, the Lower School Office will phone their parents to check their whereabouts and ensure the child is safe.

8. Upper School Registration (Session attendance)

- 8.1. All pupils must be registered twice a day: at Morning Call-over (AM registration) which is 8am-8.10am and at the beginning of P7 (PM Registration). This will constitute 'session attendance'.
- 8.2. Any pupil arriving after morning Call-over must report to the Upper School Office to be registered, this will be recorded as late and will include details of how many minutes the pupil is late.
- 8.3. If a pupil has not been registered at School by 8.20am, the Upper School Office will phone their parents to check their whereabouts and ensure the child is safe.
- 8.4. In the Upper School, any pupils leaving the site for a sporting activity, CCA or trip will be prepopulated by the individual in charge or with the assistance of the Upper School Office where applicable. It is the responsibility of the individual leading the sport/trip/event to notify the Office of any pupil who does not attend so that the registers can be altered accordingly. Where the activity is an irregular occurrence (i.e. not weekly) the organiser should also email a list of the participants to all teachers.

9. Upper School Lesson Registration (Class Attendance)

- 9.1. Staff must take a register every lesson on iSAMS. If a pupil is not 'Present', staff should only use one of three registration codes: Present, Absent, Late. If a member of staff is unsure why a child is absent, they should enter 'Absent'. Colleagues should not take other pupils' word for the whereabouts of an individual and if there is any doubt, they should input 'Absent'. House Masters and House Mistresses may then subsequently change the School's iSAMS entry to ensure that it is accurate. Teachers should allow an appropriate length of time (approximately 10 minutes) and check the HCC register before sending an alert which will notify individuals to search for the missing pupil.
- 9.2. If there is an activity occurring off site or a non-timetabled lesson on site, the registers for these lessons must be pre-populated by the staff member in charge with the assistance of the Upper School Office, prior to leaving the site (preferably 48 hours), so that we are always aware of who is on site.
- 9.3. Pupils are registered each lesson and are expected to arrive promptly, so they are present for the register. If they miss a lesson whilst in school because of another school commitment, they must ensure they make their teacher aware before the lesson and catch up on the work missed.
- 9.4. If a member of the Prep or Senior School is absent, it is their responsibility to catch up with missed work, which should be posted on Microsoft Teams for each subject. Staff are expected to be understanding and use their professional judgement when setting deadlines for work, bearing in mind the range of activities that all our pupils are involved in.

10. Boarding House Call Over

- 10.1. Call-over is taken by HMs and HPTs at lunchtime to ensure pupils attend family dining and that they are eating regular lunches.

10.2. Boarders are registered by their HM, AHM or Boarding Tutor before supper and at lights out.

11. Lateness

- 11.1. The Lower School day starts at 8.00am and pupils are expected to be in class at that time. The Upper School day begins with Call-over at 8.00am. If a pupil does not arrive in School by 8am in the Lower School or in the Upper School, they should be registered as late.
- 11.2. If a child has a persistent late record for their session attendance, the parents will be asked to meet with the Head of Lower School or Senior Deputy Head (Whole School) to resolve the problem after going through the appropriate process of escalation.
- 11.3. If a child is persistently late to School and/or lessons, the parents will be asked to meet with the Head of Lower School or Senior Deputy Head (Whole School) to resolve the problem after going through the appropriate process of escalation. If a pupil accrues 3 or more lates in a week, they will be required to attend an after school detention with the Deputy Head (Pastoral, Boarding & Safeguarding).

12. Registrations for Online Learning during school closure

- 12.1. In extraordinary circumstances, for example when a Typhoon 8 signal is raised, the school may be closed for day pupils and will revert to online learning. On these occasions registers are to be taken as normal, using the same 'Present', 'Late' or 'Absent' codes.

13. Monitoring and analysing attendance data and addressing issues

- 13.1. The school has systems to track absence and reasons for absence at an individual level and by cohorts or groups. Analysis includes lesson as well as school attendance, and punctuality both for am and pm attendance and for lesson attendance. The data is monitored and analysed regularly and over a range of time periods (short term/half term/termly/annually) to trigger early intervention to address issues, trends or patterns.
- 13.2. Attendance thresholds and typical interventions:

Lower School:

Type of absence:	% rate	Intervention:
Below school target	95%	Lower School Class Teachers will make contact with parents to discuss attendance. This will be recorded on CPOMS.
At risk of persistent absence	91-92%	A meeting with parents and either the Year Leader or a member of Lower School SLT will be held. The meeting will be recorded on CPOMS
Persistent absence	90% or less	A letter will be sent home from the Head of Lower School. A meeting will be held and recorded on CPOMS.
Severe absence	50% or less	More intensive support including referral to the EDB.

Upper School:

Type of absence:	% rate	Intervention:
Below school target	95%	Upper School Tutors will have a formal discussion with pupil which is recorded on iSAMS.
At risk of persistent absence	91-92%	A meeting with the HM, Tutor and parents to discuss targeted support will be held. The meeting will be recorded on iSAMS.
Persistent absence	90% or less	A letter will be sent home to parents and a meeting will be arranged with the child's HM to discuss targeted support and a support plan. If absence continues, a follow up meeting will be scheduled with the HM and a Senior Leader. The meeting will be recorded on iSAMS.
Severe absence	50% or less	More intensive support including referral to the EDB.

- 13.3. Persistent or severe absence is always treated as a potential safeguarding risk
- 13.4. Upper School Pupils with 97% or above attendance at the end of the year will be celebrated in assembly, receive a certificate of attendance, receive a letter from the Senior Deputy Head (Whole School) and receive up to two diploma credits. Lower School pupils are celebrated throughout the year in classes and assembly.
- 13.5. To qualify for attendance recognition, Upper School pupils must have attendance of 97% to 100% and fewer than 15 late registrations. Fifteen late registrations are equivalent to 5% lateness.

14. Pupils with individual needs

- 14.1. Whilst punctuality and good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some pupils, including those with special educational needs or disabilities, or those suffering from long term medical conditions or mental health issues. The school will allow for these circumstances when working with such pupils and their parents and will make reasonable adjustments / develop individualised support approaches as appropriate to meet their specific needs.
- 14.2. The school is committed to supporting pupils who may be absent because of Emotionally Based School Avoidance. Where a pupil is missing school because of EBSA, the school will work closely with professionals supporting the child and the family, as it takes a team effort to help the child find a way back into full-time education.
- 14.3. Pupils who have been away from school for long periods of time will be required to attend a return to school meeting with a member of the Senior Leadership Team along with their parents.

15. Scheduled absence for Co-curricular activities

- 15.1. If a pupil has a scheduled activity (music lesson, sports fixture etc), the supervising teacher or relevant administrator should pre-populate the register to this effect in advance of the lesson in order that absences are correctly recorded.

16. Counselling

- 16.1. If a pupil has a scheduled counselling session, the Counselling team should register the pupil as absent for medical reasons ('In School Medical') in advance of the lesson (with the assistance of the US Office if necessary). In School Medical is considered a statistical presence for session attendance but absence from lesson attendance.

17. Pupil attending the Health Care Centre

- 17.1. If a pupil visits the Health Care Centre during lessons, the HCC staff should register the pupil as absent for medical reasons ('In School Medical') as soon as possible to ensure teachers do not send alerts for absence. Should a pupil leave the site directly from the HCC, it is the responsibility of the medical staff to mark them as 'ill' in the School's MIS for the remainder of the day. The HM will then be responsible for subsequent days if applicable. Teachers can also check the live HCC log to see if an absent pupil is there.

18. External Training or Coaching Outside of School

- 18.1. Pupils are expected to participate fully in the SCA, CCA and pastoral programme which takes place within the timetabled school day. As a commitment to Harrow International School Hong Kong, pupils are expected to represent the School in team sports and other co-curricular activities as a priority over external training. Any training, coaching or lessons which take place externally within the school day do not take precedence over the school provision although we recognise the important role external clubs and private lessons play in the development of a pupil's growth and encourage pupils to continue to commit to these outside of the timetabled school day.
- 18.2. The only exception to a pupil training or taking lessons externally within school time is if they are performing in a particular activity as part of an elite selective team within a Club or beyond (eg. national age group representative level for which the required training hours total more than 4 per week). In these cases, application for support within our Games programme, during SCA time, Futures or during pastoral time may be considered. If a pupil does not fall into the above category then they will be expected to be present in school for all their lessons including for Games, SCAs, Futures and pastoral periods. The School will take pupils' prior attendance into consideration when considering this type of absence request.
- 18.3. Pupils who request early leave for additional external lessons in other subjects (eg Music, Art, Drama) will only be granted early leave under exceptional circumstances, to be determined by the School on a case-by-case basis. It is expected that all our pupils commit to the full school day.
- 18.4. For school activities which take place offsite (e.g. Riding, Golf), pupils are expected to travel on school transport unless prior written permission has been granted by the Director of Sport. It is encouraged that pupils apply to join the school programme if they wish to use the Games lessons for riding or golf training. Permission will not be granted for pupils to continue private riding lessons at a different stables during the school day.
- 18.5. Pupils should expect to be charged for paid SCA and CCA lessons unless 48 hours' notice is given for exceptional absence or a doctor's note is provided after an unplanned illness. If a pupil misses more than three lessons in a row, their place may be offered to another pupil on the waiting list.
- 18.6. Pupils who are given permission to leave school early to attend an external training session must sign out via the Lower School or Upper School Office. Pupils will only be allowed to leave the school site if their name is on a list which has been approved by the relevant member of SLT.

- 18.7. Applications to attend any external lessons during school time should be made in writing directly to the pupil's Class Teacher or HM. If the Class Teacher or HM thinks they hit the criteria detailed in 18.2 they should refer it to the Deputy Head Co-Curricular and Organisation who will then explore the application to ensure it hits the criteria. The parents will be contacted within 5 working days of the application with a response.
- 18.8. The 'Elite Co-curricular Support Plan' is for pupils who are 'persistently absent' due to their participation in a National programme or squad, or who are part of the Hong Kong Sports Institute. Absences may be incurred due to unavoidable participation in International level competitions and training which take place in term-time. If the School agrees that pupils are competing at this level, the School will work in these exceptional circumstances with pupils and their families to create a bespoke support plan that aims to find the right balance between their elite commitments, their academic progress and their wellbeing. This will be regularly revisited and revised where necessary as the pupils' elite commitments continue

19. Absence due to Examinations

- 19.1. Any requests for extraordinary absence relating to exams or university interviews should be directed to the HM for a one-day absence or the Senior Deputy Head (Whole School) if it is more than one day.
- 19.2. If permission for taking an exam is granted, it is recorded as Authorised Absence. Time will only be granted for the morning or afternoon preceding the exam unless it is on a Monday morning when no absence will be granted. Any exceptional requests will be considered on an individual basis.
- 19.3. Permission will not be given for 'preparation time'. If a student misses school to prepare this will be recorded as an 'Unauthorised Absence'.
- 19.4. All attendance data may be referred to in any school or university application reference/letter of recommendation.
- 19.5. The School will not authorise absence to sit examinations for subjects being studied at the School for any examination series. This includes:
 - 19.5.1. Sitting examinations for different boards in a subject being studied at school (e.g. sitting an International A-level when studying for a UK A Level in school)
 - 19.5.2. Sitting a different version of the same subject (e.g. sitting Chinese Foreign Language when studying for Chinese Second Language in school)
- 19.6. The School will consider authorising permission to sit examinations in subjects that are not being offered at the School but the School should be aware at the earliest possible stage that a pupil is studying for and will be entering an extra subject outside of school. This information should go to the Deputy Head (Academic).
- 19.7. The School does not support the sitting of early public examinations and will not authorise absence for this purpose.

20. Absences for University Matters

- 20.1. Admissions test for UK universities
 - 20.1.1. Pupils applying for certain university courses (e.g. Medicine, Law, courses at Oxford, Cambridge, Imperial, UCL etc.) may be required to take admissions tests (e.g. UCAT, LNAT, ESAT, TMUA, TARA, etc.). These are not exams requiring preparation other

than familiarisation with the exam format and past papers from official admissions test websites. Pupils should register in good time for these admissions tests at an available test centre, minimising absence from School as far as possible.

For each such test, a day's absence from lessons will be authorised.

- 20.1.2. In the event that an admissions test is due to be taken in School, a half-day's absence from lessons will be authorised. Usually this will be the morning before the exam in the afternoon.

20.2. SAT and ACT for US colleges

- 20.2.1. Pupils applying to US colleges may be required or recommended to take the SAT or ACT. Pupils should take their first attempt at the SAT or ACT in the first term of Year 12 at the earliest. Permission will not be granted for absence earlier than Year 12. The School will authorise a half-day's absence for a pupil to prepare for the SAT or ACT on one occasion. Since SAT and ACT testing dates are scheduled for weekends and school holidays, requests for multiple absences to sit the SAT or ACT will not be granted.
- 20.2.2. Pupils should be wary of taking the tests too many times. Some colleges allow schools only to report the best scores; some will require all attempts to be reported.

20.3. Interviews

- 20.3.1. For UK universities, pupils are usually given around 10 days' notice of an interview, which will often take place online. Pupils should attend lessons on the day of an interview but should not be expected to undertake formal assessments. Pupils will be excused from their commitments one hour in advance to collect their thoughts ahead of an interview.
- 20.3.2. Some US colleges require applicants to have an interview. These are very informal, take place in Hong Kong, and are conducted by a recent alumnus rather than an academic member of staff. Pupils should be conscious not to take time out of School for these: such interviews can be arranged for evenings or weekends. The School will not authorise absence for a pupil to prepare for a US alumni interview. However, we will consider giving a pupil the afternoon or morning off school if the interview cannot be scheduled outside of school hours.

20.4. Other Universities

- 20.4.1. Some overseas universities insist on testing taking place in person. In these circumstances, or any other where it is deemed necessary for the pupil to travel out of school for testing, a maximum of five days' authorised absence in any school year may be granted by the Senior Deputy Head (Whole School).

20.5. University Visits

- 20.5.1. Visits for in-person testing or visiting overseas universities should as far as possible be arranged in holiday time. If this is unavoidable, a maximum of 5 days may be authorised.
- 20.6. All absence requests for university matters must be made well in advance. The School reserves the right not to authorise absence for overseas visits if less than two weeks' advance notice is given.
- 20.7. The school has the right to not authorise a visit if it falls during a formal school assessment period, e.g. during GCSE or A Level mock examinations.

- 20.8. Extended absence during exam years is to be avoided as far as possible. The School reserves the right not to authorise absence for a pupil in an exam year group whose academic progress may be impacted negatively by the absence. All cases will be considered on an individual basis.

21. Absence for Interviews and Tests for Overseas Schools

- 21.1. Many schools in the UK and other countries will allow for pupils to have their entrance test at Harrow Hong Kong. In the first instance, families should try to arrange for testing and interviews to be undertaken at school, to minimise absence. Testing in School takes place on the last Friday of each month and incurs an administration cost to the parents.
- 21.2. Some overseas schools insist on testing taking place in person. In these circumstances, or if it is deemed necessary for the pupil to travel out of school for testing, a maximum of 5 days' authorised absence in any school year may be granted by the Senior Deputy Head (Whole School).
- 21.3. Visits for testing or visiting overseas schools should as far as possible be arranged in holiday time. Again, if this is unavoidable, a maximum of 5 days may be authorised.
- 21.4. It is important that requests are made well in advance. The School reserves the right not to authorise absence for overseas visits if less than 2 weeks' advance notice is given.
- 21.5. The school has the right to not authorise an absence for testing overseas if it falls during a formal school assessment period, e.g. during GCSE Mock Examinations or Summer Examinations or the period following the examinations where important feedback will be given.
- 21.6. Extended absence during exam years is to be avoided as far as possible. The School reserves the right not to authorise absence for a pupil in an exam year group whose academic progress may be impacted negatively by the absence. All cases will be considered on an individual basis.

22. Online Learning Protocols

- 22.1. The school does not offer online learning for pupils who are absent. Pupils are requested to catch up on work missed which will be posted on Microsoft Teams in the Upper School and Seesaw in the Lower School.

Reviewed: August 2026

Next review: August 2027

Owner: Senior Deputy Head (Whole School)

Appendix A: Reporting Unauthorised Absences of more than 7 days

This should be done using the online mechanism at the link below

https://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/spa-systems/student-infomanagementsystem/eF_A_EN.pdf

LOWER SCHOOL ATTENDANCE THRESHOLDS

TO MAINTAIN OUR HIGH STANDARDS, WE HAVE SET SPECIFIC ATTENDANCE TARGETS:



95% MINIMUM
ATTENDANCE
TARGET

This is our baseline expectation for all pupils.

Action: If attendance falls to 95%,
Class Teacher makes contact
with parents to discuss.



91% - 92%
AT RISK OF
PERSISTENT ABSENCE



Action: Meeting with Year Leader
or Lower School SLT is required.



90% or less
PERSISTENT
ABSENCE



Action: A letter is sent home
from Head of Lower School.
Meeting with parents is held.



50% or less
SEVERE
ABSENCE



Treat as potential safeguarding risk.

Action: Intensive support put in
place. Referral to the EDB.



*Actions are subject to individual circumstances.

UPPER SCHOOL ATTENDANCE MATTERS

Level 1

97%-100%

OUTSTANDING!

Keep working hard to maintain this level

Pupils with more than 98% attendance secure over half a grade higher in their GCSEs and A Levels

- House points awarded
- Up to 2 Diploma Credits awarded at the end of the year
- A certificate awarded in assembly at the end of the year
- A letter sent home from the Senior Deputy Head at the end of the year
- A letter sent home from the Senior Deputy Head at the end of the year

Level 2

95%-96%

ROOM TO IMPROVE

Form Tutor monitoring

- Weekly attendance tracked by Form Tutor
- Pupil record attendance in their planner and see where they can improve
- Attendance figures shared on termly reports to parents

Level 3

93%-94%

BELOW EXPECTATIONS

Form Tutor monitoring

- Pupil meetings with Tutor
- Target setting by Tutor

Level 4

91%-92%

ACTION NEEDED

Form Tutor and HM monitoring

- Parental meeting with HM and Tutor
- Targets set by HMs and Tutor
- Medical evidence may be required

Level 5

<90%

VERY CONCERNED!

Intensive monitoring from Form Tutor and HM and regular contact with parents

- Letter sent home to parents
- Meeting with parents, HM and a member of SLT
- Targets set by HM and SLT
- Social Welfare Department notified if needed

Level 6

<50%

SEVERE ABSENCE

Intensive monitoring from HM and Deputy Head (Pastoral, Boarding and Safeguarding)

Pupils who attend less than 90% underperform in examinations by more than two thirds of a GCSE and A Level grade than predicted.

- Regular phone calls and meetings with parents
- Referral to the EDB