

# Attendance Policy (Students)

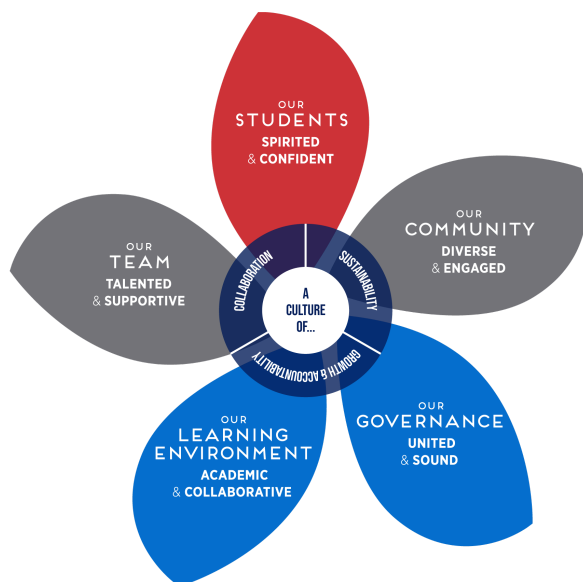
**Version 1.0**

**Created: April 2025  
To be reviewed: April 2027**

## ATTENDANCE POLICY (STUDENTS)

### Whole School

### Our Mission - “An Excellent Education for Everyone”



LFI is a **multicultural** school with a varied educational offer. Its programs are based on the values of openness, critical analysis, and personal development.

Our mission is to **stimulate** young minds, cultivate their desire to learn, prepare them to become **independent and altruistic**, and encourage them to reach their **full potential**. To do this, we offer them an **adapted** bilingual educational environment **based on collaboration**, where all members of our community are **valued and respected**.

Our team is dedicated to creating a world-class school environment in Hong Kong, delivering academic excellence through a multilingual and multicultural education in French, English, and Mandarin. We aim to develop caring, respectful citizens who take pride in belonging to the FIS community.

### Aims

The French International School strives to create an inclusive, stimulating, and safe environment that enhances the learning experience for all students. Our goal is to help each child reach their full potential across various domains, including the development of knowledge, skills, and understanding necessary for their next steps in education. In doing so, **we aim to elevate the aspirations and expectations of every student by ensuring good attendance, which enables access to the curricular provided by each of the four sections.**

### Objectives

- To ensure that students attend every designated teaching day in the school calendar.
  - This includes respecting the designated holiday periods and not missing designated teaching days for personal reasons.
  - Attendance at off-site school-supported educational activities, such as sporting events and field trips, will be considered as meeting the attendance requirements.
- To promote 100% attendance of all students
  - This includes respecting the duration of the entire school day by minimising partial school day absences unless these are essential.
  - Partial absences will be considered as absences and will be logged and monitored by Vie Scolaire.
  - Families needing absences for extenuating circumstances or compassionate reasons must contact their principal, class teachers/form teachers, and the campus Vie Scolaire in copy to have their absences approved.
- To identify and provide for students whose attendance falls below 90%

- To be guided by the latest EDB issued guidance (August 2024) entitled “Education Bureau Circular No. 21/2024 Upholding Students’ Right to Education”
  - Comply with the EDB “Early Notification” principle to report student non-attendance cases without delay to EDB on the 7th school day of the students’ continuous absence, regardless of the reasons for absence
- To use our best efforts to ensure that students and families who are identified as needing to improve attendance or punctuality receive the appropriate level of assistance.
- To operate a ‘whole student, whole school’ approach to student attendance
- To promote punctuality to ensure lessons are not missed due to lateness
- To implement a daily recording of students on **registers in Engage** by teachers in primary and **registers in Pronote** in secondary.
- To ensure that the **attendance registers on Engage are monitored** by Vie Scolaire and section secretaries, who report to Vice Principals and Principals.
- To track attendance concerns of individual students using **CPOMs “student Safe”** module by Vice Principals or Principals during a student's career at FIS
- To link directly to the **FIS Child Protection Policy**
- To provide training, support and advice for all staff as often as is appropriate and necessary
- To ensure that all students registered are offered full access to a broad and balanced curriculum that sets high expectations for every student, whatever their prior attainment.
- To work in partnership with parents/carers to enable them to make an active, empowered and informed contribution to their child’s attendance
- To take the views, wishes and feelings of our students into school life and attendance
- To work collaboratively with external agencies and specialists, including those from EDB, Social Care and Health
- In conjunction with the FIS Health Team, make arrangements to support students with medical conditions and to have regard to statutory guidance supporting students with medical conditions.

## FIS SCHOOL STRATEGIC PLAN - LINKS TO STUDENT ATTENDANCE

### AXIS 1 OUR STUDENTS - SPIRITED AND CONFIDENT

1.1 Inspire and empower every student to reach their ambitions and fullest academic potential by providing comprehensive support that addresses their unique capabilities and needs. This should be based on a System of Support for All Learners (SSAL) that allows for a truly differentiated learning experience, a more significant consideration for choice, and the ability to fulfil one’s potential.

### AXIS 3 OUR LEARNING ENVIRONMENT - ACADEMIC & COLLABORATIVE

3.1 Ensure a safe and healthy learning environment by strengthening the school’s Child Protection framework and practices.

### AXIS 4 OUR COMMUNITY - DIVERSE & ENGAGED

4.1 Engage and structure the entire community in an ongoing partnership centred on students: #ProudToBeFIS

## Education Department Bureau (EDB) HONG KONG PROCEDURES

- Education Bureau Circular No. 21/2024 Upholding Students' Right to Education
- Ref: [EDB\(NACT\)/40/5/21/0 Pt 6](#)
- 30 August 2024

### **EDB Recommended Reporting Procedure**

Schools must comply with the "Early Notification" principle to report student non-attendance cases without delay to EDB on the 7th school day of the students' continuous absence, regardless of the reasons for absence. If the students or their families are found to have problems or needs other than non-attendance, the cases should be referred to the Social Welfare Department, relevant social service organisations or the Hong Kong Police Force for follow-up as appropriate.

### **EDB Recommended Strategies**

An early prevention, early intervention and school-based approach should be in place. Schools should involve relevant school staff (e.g. class teachers and guidance and discipline personnel) to devise and implement various measures to develop students' positive values and attitudes towards schooling. In the event of truancy, unexplained absence or irregular attendance, schools should make early interventions through the concerted efforts of staff members and parents.

Schools should make good use of the community resources by referring students with behavioural/emotional difficulties or needs to support services outside school. Currently, non-governmental organisations (NGOs) offer support services by running short-term learning / social development programmes for non-attendance / dropout students, with a view to helping them rekindle motivation and interest in learning or vocational training;

A close home-school partnership would yield positive results in raising students' commitment to learning and creating a sense of belonging to the school. Schools should 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. Early intervention and collaboration with parents will help non-attendance / dropout students resume schooling at the earliest possible time. At the senior secondary level, schools should also provide parents with up-to-date information on support services and articulation pathways for further studies and employment. This enables parents to guide their children in choosing suitable pathways for learning and career pursuits.

## **FIS SCHOOL PROCEDURES**

Every day counts in school. Every lesson is important for your child's education. In line with the school's mission statement, we want each student to reach their full potential, develop as an independent learner and become a great global citizen. Our curriculum enables this to happen. As a parent, you can track your child's attendance on the parent portal as a percentage.

We expect every child to be punctual and to attend school every day. If your child is unable to attend school, please email before 07.30 on the day of the absence. Please provide a note or medical certificate if your child is absent from school by email.

- **FIS Primary, please email the class teacher with the campus Vie Scolaire**
- **FIS Secondary, please email the campus Vie Scolaire**
- **The FIS Health Assistant Team will follow up if necessary**

Please keep your child home if they show symptoms of a fever. The link below is also on the School's website and from The Centre for Health Protection of Hong Kong. It suggests 48 hours after the fever has subsided.

The following codes on the parent portal will show your child's attendance and absence reasons.

Present	Absent	Present but off-campus	Late	Holiday in term time	Tropical cyclone T3/T8	Exceptional school closure
P	A	PR	L	H	T	C

## FIS Primary School

- **Late arrival:** If you arrive late, sign in at the campus guardhouse and escort your child to the Vie Scolaire, where he or she will be signed in.
- **Change to end of day routine:** If you need to change your child's end of school day routine for any reason, you must complete the school's online form before 11.00 am. The form can be found on the parent Portal and on Vie Scolaire emails.

[Procedures for Vie Scolaire](#) (JL/CW TKO Change of School Day Routine Form)\*

Email: <a href="mailto:viescolairejl-primary@g.lfis.edu.hk">viescolairejl-primary@g.lfis.edu.hk</a> Form: <a href="#">Vie Scolaire JL Campus</a>	Email: <a href="mailto:viescolairecw-primary@g.lfis.edu.hk">viescolairecw-primary@g.lfis.edu.hk</a> Form: <a href="#">Vie Scolaire Chai Wan Campus</a>	Email: <a href="mailto:viescolairetko-primary@g.lfis.edu.hk">viescolairetko-primary@g.lfis.edu.hk</a> Form: <a href="#">Vie Scolaire TKO Campus</a>
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## Key Contacts in FIS Primary

<b>International Stream:</b> Principal <a href="mailto:rarmitage@g.lfis.edu.hk">rarmitage@g.lfis.edu.hk</a> - <b>French Stream:</b> Director of Primary Campuses & Studies <a href="mailto:mbelhadj@g.lfis.edu.hk">mbelhadj@g.lfis.edu.hk</a>		
<a href="mailto:viescolairejl-primary@g.lfis.edu.hk">viescolairejl-primary@g.lfis.edu.hk</a>	<a href="mailto:viescolairecw-primary@g.lfis.edu.hk">viescolairecw-primary@g.lfis.edu.hk</a>	<a href="mailto:viescolairetko-primary@g.lfis.edu.hk">viescolairetko-primary@g.lfis.edu.hk</a>
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## FIS Secondary School

- **Lateness:** If a student is late, they must then go immediately to the Vie Scolaire office to obtain a late slip authorising them to enter the classroom. The teacher must refuse any student who is late and has not done this.
- If a pupil is more than 15 minutes late, and depending on the circumstances (PT, EPS bus), the Pastoral Head (CPE for the French stream) or, by delegation, the Vie Scolaire department may decide to place the pupil in Permanence for the remainder of the current hour, so as not to disrupt the class.
- **Change to the school day routine:** If you need to change your child's end of school day routine for any reason, you must inform the Vie Scolaire before 11.00 am.

## Key Contacts in FIS Secondary

IS: Head of Secondary <a href="mailto:mwilliams@g.lfis.edu.hk">mwilliams@g.lfis.edu.hk</a> - FS: Head of Secondary Campuses & Studies <a href="mailto:mcoupat@g.lfis.edu.hk">mcoupat@g.lfis.edu.hk</a>	
<a href="mailto:viescolairetko-secondary@g.lfis.edu.hk">viescolairetko-secondary@g.lfis.edu.hk</a>	<a href="mailto:viescolairebpr-secondary@g.lfis.edu.hk">viescolairebpr-secondary@g.lfis.edu.hk</a>
<a href="mailto:healthassistantTKO@g.lfis.edu.hk">healthassistantTKO@g.lfis.edu.hk</a>	<a href="mailto:healthassistantbpr@g.lfis.edu.hk">healthassistantbpr@g.lfis.edu.hk</a>
FS: <a href="mailto:secretarytko-fs-secondary@g.lfis.edu.hk">secretarytko-fs-secondary@g.lfis.edu.hk</a>	FS: <a href="mailto:secretarybpr-fs-secondary@g.lfis.edu.hk">secretarybpr-fs-secondary@g.lfis.edu.hk</a> IS: <a href="mailto:secretarybpr-is-secondary@g.lfis.edu.hk">secretarybpr-is-secondary@g.lfis.edu.hk</a>

## Review

This policy will be reviewed every two years or when appropriate by the Senior Leadership Team. Any alterations that come from this review will be discussed and ratified by the appropriate personnel.

Prepared by:

**SLT**

*French International School*

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## Review

Created : April 2025  
To be reviewed : April 2027  
Reviewed :