

# ISLAMIC PRIMARY SCHOOL

## NOTICE

### (A) Student Attendance Policy

### (B) Student Behaviour on School Buses and Other Public Transport

E/IC/SC/23/15  
5<sup>th</sup> September, 2023

Dear Parents,

Please read the student attendance policy and student behaviour on school buses and other Public transport below:

#### **(A) STUDENT ATTENDANCE POLICY**

1. Students are required to attend school on a regular basis.
2. It is recognized that from time-to-time students will be absent from school due to illness or some unforeseen circumstance beyond their control.
3. Should a student be absent, parents are to advise the school of the absence by phone.  
  
If students must apply for over 2 days leave (non-sick leave), parents should come to school with documents as reference. Application for non-sick leave is not accepted. If parents insist on traveling as the reason for the leave there will be a record that may affect the student's conduct mark.
4. Parents of students absent without having a parent/guardian contacting the school will be contacted by school personnel to confirm the student's absence.
5. Students absent due to contagious disease will be required to provide a medical certificate from a physician stating that they are able to return to school. Students will not be re-admitted without such documentation.
6. Students absent thirty percent (30%) of a school term or more will not be allowed to write term examinations. Parents will be advised in writing of the attendance concern and the consequences of absenteeism.
7. Absenteeism exceeding thirty percent (30%) in any term will affect students' progress in other ways. Accordingly, parents must be aware that it may result in a student not being promoted to the next grade. Should this situation arise, parents of the student in question will be advised in writing and given a request to meet with school personnel.
8. Students who are absent during any portion of the exam period will be required to write the missed exam(s) during the two school days following the exam period. Please note that there are circumstances where this might not be possible, and each situation will be judged individually. Should the student not write the missed exam, the parents will receive a letter from the school, detailing this concern and invited to meet with school personnel to address the problem. It should be noted however, that failure to write an exam will influence the promotion to the next grade level.
9. For P.6 students in particular, completion of all exams is very important. Students who miss any subject area exams risk not graduating or receiving their graduation certificates.
10. Exceptional circumstances do exist. Considerations requested will be judged on an individual basis.

We hope that you will work with the school to ensure regular attendance. If you have any questions or require clarification, please do not hesitate to contact us. Our staff will be pleased to advise you to ensure your child's successful attendance.

## **(B) Student Behaviour on School Buses and other Public Transport**

Please read the following safety measures for students who take school buses or other public transport.  
Please discuss the contents with your child, in particular:

### **Students SHOULD NOT:**

1. Play with the emergency exit door.
2. Speak to the driver once the bus has started moving.
3. Disturb the driver or other passengers.
4. Be rude to the driver or school bus attendant.
5. Place any part of their body outside the window.
6. Try to get on or leave once the bus or train is moving.
7. Eat or drink.
8. Stand up or otherwise move around.
9. Litter.
10. Shout or play during the journey.
11. Listen to music.
12. Talk loudly.
13. Use a mobile phone or a digital communication device without permission from the school bus attendant.

### **Students SHOULD:**

1. Board or leave in an orderly manner.
2. Follow the driver's and school bus attendant's instructions.
3. Be polite to the school bus attendant and driver.
4. Sit properly all the time.
5. Keep quiet.

Remarks: Warnings will be given if students continuously break school bus safety rules.

Yours sincerely,



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Ko Tak Yin  
Headmistress