

明愛屯門馬登基金中學
2022-2023 年度 家長通告

敬啟者：

學生缺課須知

學生養成良好出席習慣，對學習至關重要。良好出席記錄直接影響學生學業及操行成績，有賴家長與學校互相配合。現臚列各項出席注意事項如下，敬請家長留意：

1. 事假
家長須撰寫家長信闡述請假原因，並於事前經學生交班主任批核。如非必要，不建議於上學日申請事假，以免影響學生學習。校方亦會按實際情況決定審批與否。
2. 病假
請家長於請假當天上午 8 時 30 分或之前致電校務處，申述請假理由；學生則須於回校復課之首日將家長信/醫生證明書呈交班主任。凡請病假兩天或以上者，必須附上註冊醫生證明書。
3. 無故缺席或未辦妥請假手續者，將視作曠課論，並依校規處理。此外，如缺席超過該學期上課日的 25% 而無合理原因者，該生操行等級最高只可達 D 級。缺席超過該學期上課日的 35% 而無合理原因者，操行等級最高只可達 E 級或不獲准升級。
4. 學生的缺席率將有可能影響能否升班。
5. 學生連續無故缺課 7 天，如校方仍未能聯絡家長，校方會發出「七天缺課通知書」，並通知教育局；第 14 天缺課，校方將以掛號信寄出「多天缺課通知書」；如 14 天內仍未有回覆，於第 28 天缺課，校方將寄出「終止學籍通知書」；如 14 天內仍未回覆，會視作放棄學位論，於第 15 天（即第 43 天缺課）或以後取消學籍；並呈報教育局缺課組該生離校。

敬希垂注。

此致
貴家長

學生事務委員會彭惠卿副校長負責主理

校長

謹啟

袁國明

二零二二年九月一日



家長通告第 2223_006 號

〔 回 條 〕

敬覆者：

本人已知悉有關「學生缺課須知」。

此覆
明愛屯門馬登基金中學

中_____班_____號 學生：_____

家長簽署：_____

家長姓名：_____

日期：_____

Caritas Tuen Mun Marden Foundation Secondary School
2022-2023 Parents Notice

1 September 2022

Dear Parents/Guardians,

Notification of the Measures on Students' School Attendance

We care for the well-being and learning of students. Therefore, we wish you could take note of your child's attendance. Through home-school cooperation, we hope that we could help your child develop good habits of attending school which will directly affect his/her academic and behavioural performance. The following measures for assuring students' attendance are listed below. Parents are strongly advised to take note of their child's attendance performance:

1. Casual Leave

A parent's letter should be signed with reasons clearly stated and presented to the class teacher in advance. It is not recommended to apply for leave on school days as it will affect the student's learning. The school has the final decision for the approval of the leave.

2. Sick leave

Parents / Guardians should inform the school of the absence before 8:30 a.m. on the day of absence. A signed letter with reason(s) clearly stated / medical certificate is required if the student has been absent for two days or more. It should be submitted to the class teacher on the first day when the student returns to school.

3. Absence without a parent's letter or medical certificate will be considered as truancy. In addition, if there is no concrete reason for the absence and the non-attendance rate is more than 25% of the total number of school days in a term, the highest level of student's conduct grade can only be Grade D. If a student's non-attendance rate is more than 35% of the total number of school days in a term without sound reason, the highest level of student's conduct grade can only be Grade E or the student will not be promoted to the next level of study.

4. A student's non-attendance rate may affect his/her chance of promotion to the next level of study.

5. When a student is absent for 7 or more days, the following actions will be taken:

- a. If a student is absent for 7 consecutive days without any reason and the school fails to contact his/her parents/guardians, the school will issue a "7-day absence notification" to parents and at the same time the school will inform the case to the Education Bureau (EDB).
- b. After 14 days of continuous absence, the school will send a "Multi-day Absence Notification" to parents by registered mail.
- c. If there is still no reply within 14 days after sending the registered letter mentioned in (b), the school will send a "Termination of Student's Enrolment Status Notification" on the 28th day of absence.
- d. If there is no reply within the next 2 weeks, it will be considered as a dropout from school. A "Notice of Termination of Student's Enrolment Status" will then be issued on the 43rd day of absence and the procedures for termination will be initiated. The student's name will be removed from the Student Enrolment Register and the case will be reported to the EDB.

For enquiries, please contact Ms. Pang Wai Hing, the Vice Principal, at 24610304.

Thank you for your kind attention.

Yours faithfully,

Yuen Kwok Ming
Principal



Parents Notice No.: 2223_006

Reply slip

Dear Sir,

I acknowledge the notice on "Notification of the Measures on Students' School Attendance".

Name of Student	:	
Class and Class no.	:	()
Signature of Parent / Guardian	:	
Name of Parent / Guardian	:	
Date	:	