

**Notes on application for a school attendance certificate**

1. In applying for a school attendance certificate, the parent/guardian should complete the top portion of the application form at appendix III.
2. Upon receipt of the application form, the school should verify the personal particulars of the student.
3. The school should check the “nature of work” on the application form to ensure that the job applied for is not prohibited in “A Concise Guide to the Employment of Children Regulations (Appendix I)” or “A Guide to the Employment of Child Entertainers (Appendix II)”. In case of doubt, the school can either contact the General Enquiry Telephone Service at 2717 1771 (handled by “1823 Call Centre”) or through the Labour Department homepage at <http://www.labour.gov.hk>.
4. The school should also check the “Hours of work” to ensure that the working hours stated comply with the requirements stated in Appendix I and II. Besides, he/she has to judge whether the child’s performance in school will be adversely affected after taking up the employment.
5. If the Head of school is satisfied with his/her findings, he/she should forward the application form to the Non-attendance Cases Team of the Education Bureau, indicating that he/she intends to issue a school attendance certificate to the parent/guardian.
6. The Non-attendance Cases Team of the Education Bureau will liaise with the parent and the employment organization concerned, if necessary. A school attendance certificate (Form EDB 908 in duplicate) will be prepared and sent to the Head of school for issuance after signature.
7. The school will issue the school attendance certificate to the parent/guardian. The parent/guardian should be advised to forward the original copy to the employer of the student. The duplicate (yellow) is to be retained by the school for record purpose.
8. The school attendance certificate lists the employment that the student is undertaking outside school hours, the school he/she is attending and the validity period. If the student changes school or job, the parent/guardian must apply for another school attendance certificate. The parent/guardian must obtain the original copy of the existing school attendance certificate from the employer and surrender it on re-application.
9. If a student wants to do two jobs, he/she must apply for two school attendance certificates. Each child may apply for a maximum of three school attendance certificates in one year.
10. If the student’s education has been adversely affected by the employment, the school should not renew the school attendance certificate upon expiry.
11. The application form and the school attendance certificates are free of charge.