Procedures of reporting mechanism for student absentees in a kindergarten

Student absence

If a student is absent without any form of notification from parents/guardians (collectively referred to as "parents"), the school should take initiative to contact the parents on the same day to express concern about the students, and understand the reasons of absence.

if the situation is not doubtful

the school may handle in accordance with their prevailing school-based arrangements. if a student is absent for seven consecutive school days without reason or under doubtful circumstances and the school is not certain whether the student has been maltreated

Form (Appendix 1 of EDB Circular
No. 4/2018) for reporting to the
respective School Development
Section or Joint Office for
Kindergartens and Child Care Centres.
When completing the Report Form,
schools should make reference to the
student's daily behaviour and
performance, as well as the situation of
teachers' daily contact with the
parents.

[Upon receiving the Report Form, EDB officers will contact the school for details and discuss with the school how to handle the case.]

 the school may consult the Social Welfare Department (or the units responsible for "known cases") or seek their professional support. if school personnel detect any indicators of child maltreatment through observations of the physical well-being, behaviour or emotions of students

they should promptly take appropriate actions as set out in EDB Circular No. 1/2020, irrespective of whether the student is attending school as usual, absent from school continuously or absent from school intermittently.

In handling child sexual abuse cases where the alleged perpetrator is a staff member of the school, the school principal should inform EDB (the respective School Development Section or Joint Office for Kindergartens and Child Care Centres) of the incident(s) as early as possible. The school is required to strictly observe the procedures as stipulated in Appendix 9 of EDB Circular No. 1/2020.

The school is required to report the progress of follow-up (by completing Appendix 2 of EDB Circular No. 4/2018) in seven working days after submission of the Report Form. [Please refer to EDB Circular No. 4/2018]