

Counting the days of student's continuous absence

1. Rules for reporting students’ seventh consecutive school day of absence

Regardless of the reason for the student's absence, age and class level, schools must report student non-attendance on the 7th day of the student’s continuous absence. A school day refers to a day when the school takes roll call for students, whether the activity is on or off campus. In general, Saturdays and Sundays, special school holidays, public holidays, Christmas and New Year holidays, Easter holidays and summer holidays do not count as school days. For details, please refer to the following examples by using the 2024/25 school year calendar:

Example 1: After attending school on 30 September, a student is absent from 2-4 October and 7-10 October.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 Sept	1	2	3	4	5	6
Present	Holiday	Absent	Absent	Absent		
7	8	9	10	11	12	13
Absent	Absent	Absent	Absent	Holiday		

Actions taken by the school: The school is required to report students’ non-attendance on October 10, which is the 7th day of consecutive absence. There is no need to wait whether the student will attend school on October 14.

Example 2: After attending school on 30 September, a student is absent on 2-4 October and 7-8 October. The student resumes school on 9 October, then is absent on 10 October and 14-18 October, and the student resume school on 21 October.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 Sept	1	2	3	4	5	6
Present	Holiday	Absent	Absent	Absent		
7	8	9	10	11	12	13
Absent	Absent	Present	Absent	Holiday		
14	15	16	17	18	19	20
Absent	Absent	Absent	Absent	Absent		
21	22	23	24	25	26	27
Present	Present	Present	Present	Present		

Action taken by the school: The school does not need to report as the student has not been absent from school for seven consecutive school days. During this period, the students is only absent for five consecutive school days and six consecutive school days.

Example 3: After attending school on 16 December, a student is absent from 17-19 December and 6-10 January. The Christmas holiday starts on 20 December and ends on 3 January. The student continues to be absent from school until 30 January.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 Dec	17	18	19	20	21	22
Present	Absent	Absent	Absent	Holiday		
23	24	25	26	27	28	29
Holiday	Holiday	Holiday	Holiday	Holiday		
30	31	1 Jan	2	3	4	5
Holiday	Holiday	Holiday	Holiday	holiday		
6	7	8	9	10	11	12
Absent	Absent	Absent	Absent	Absent		
13	14	15	16	17	18	19
Absent	Absent	Absent	Absent	Absent		
20	21	22	23	24	25	26
Absent	Absent	Absent	Absent	Absent		
27	28	29	30	31	1 Feb	2
Absent	Absent	Absent	Absent	Present		

Action taken by the school: 9 January is the 7th day of consecutive absences. The school is required to report student non-attendance on 9 January. The school is only required to submit Form A once for the student during the period of continuous absence from 17 December to 30 January.

Example 4: After attending school on March 31, a student is absent on 1-3 April. The Easter holiday begins on 4 April and ends on 18 April. The student continues to be absent for 3 days from 21-23 April after Easter holiday. The student continues to be absent on 25 April after one day of attendance on 24 April.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31 Mar	1	2	3	4	5	6
Present	Absent	Absent	Absent	Holiday		
7	8	9	10	11	12	13
Holiday	Holiday	Holiday	Holiday	Holiday		
14	15	16	17	18	19	20
Holiday	Holiday	Holiday	Holiday	Holiday		
21	22	23	24	25	26	27
Absent	Absent	Absent	Present	Absent		

Action taken by the school: The school does not need to report as the student is only absent for 6 consecutive school days. The number of days of absence should be counted from April 25 (i.e., the next school day after the last day of attendance). If the student continues to be absent from school, the counting will be extended to the next month.

Example 5: A student is absent from school on 2-3 October after attending school on 30 September. The student is absent from school on 7, 9, 14-16, 18, 22 and 24 October.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 Sept	1	2	3	4	5	6
Present	Holiday	Absent	Absent	Present		
7	8	9	10	11	12	13
Absent	Present	Absent	Present	Holiday		
14	15	16	17	18	19	20
Absent	Absent	Absent	Present	Absent		
21	22	23	24	25	26	27
Present	Absent	Present	Absent	Present		

Actions taken by the school: The school has no non-attendance case to report as there is no continuous absence of seven school days. The school should follow established mechanisms to provide support to students with frequent intermittent absence.

Example 6: If a student is absent for 4 consecutive school days before summer vacation, and the student continues to be absent for 3 consecutive school days at the beginning of the new school year, the school should consider this is a total of 7 days of consecutive absence. The school must report the case to the Education Bureau. Therefore, regardless of whether there is an extended holiday, the school should calculate the student's required attendance days based on school days.

Example 7: A Form 1 student is absent from school on 2-3 July and 7-10 July.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
	Holiday	Absent	Absent	*School day for S.6 only		
7	8	9	10	11	12	13
Absent	Absent	Absent	Absent	Present	Summer	Vacation

Actions taken by the school: The school does not need to report this absence. As there is no school day for Form 1 student on 4 July, the student does not have 7 consecutive school days of absence.

2. Late submission of student non-attendance

A school reports student non-attendance after a student has been absent from school for seven consecutive school days. That is, the reporting is made on or after the eighth day of consecutive absence, which constitutes a late submission of student non-attendance.

Schools should regularly monitor the number of consecutive days of absence for students and report to the EDB in a timely manner i.e., on the seventh consecutive day of absence.

Common examples of late submission / unreported cases are as follows:

- (i) For schools that use manual processing, the possibility of errors includes incorrect counting of the number of consecutive days of absence or overlooking of seven consecutive days of absence, resulting in unreported non-attendance cases.
- (ii) Discrepancies may arise between records of consecutive days absent from school and student attendance records.
- (iii) School personnel may be unfamiliar with or misinterpret the circular, for example by not counting sick leave or casual leave as absence from school.
- (iv) For administrative convenience, schools report a batch of absence cases with different last attendance dates on the same day.
- (v) Schools should streamline the reporting mechanism to avoid delays caused by involving too many school personnel and levels. For example, the staff of school affairs office / class teacher is responsible for calling parent to learn about the student's reasons for absence, discipline and guidance team / vice principal / management is responsible for approving the submission of non-attendance case, and information technology team is responsible for submitting the non-attendance case to EDB through e-platform, etc.

Schools may consider using the built-in alert feature of the e-attendance system. The system can monitor the number of consecutive days of absence and automatically send reminders to relevant personnel when the number of absences reaches seven days to reduce the chance of errors in manual processing.