Briefing on Education Bureau Circular No. 21/2024 "Upholding Students' Right to Education"

教育局通告第21/2024號「確保學生接受教育的權利」簡介會

Placement and Support Section
學位安排及支援組

2024-9-23

Introduce the Guidelines and Requirements of EDB
簡介教育局的指引及要求

Summary
摘要

- **Schools have to reinforce and step up measures for ensuring students' regular attendance.**

  學校必須持續保障學生接受教育的權利及必須加強措施，確保學生定時上學。

Requirements on Reporting Non-Attendance 申報缺課的要求

- **All primary and secondary schools** (including public sector schools , schools under the Direct Subsidy Scheme (DSS schools) and private schools offering formal curriculum) are required to strictly comply with the principle of "Early Notification" to report student **non-attendance** cases to the Education Bureau (EDB) on the **7th school day of students' continuous absence,** regardless of the reasons.

  所有中、小學校（包括公營學校、直接資助計劃（直資）學校及提供正規課程的私立學校），須依循及早知會原則，即不論學生的缺席原因為何，學校必須在學生連續缺課的第七個上課日，向教育局呈報學生缺課個案。

- **Reporting Mechanism on non-attendance cases is applicable to all primary and secondary schools, including International schools and English Schools Foundation (ESF).**

- 申報缺課機制的規定涵蓋所有中、小學校，包括英基學校協會（英基）學校及國際學校。

Reporting Student Dropout and Departure Cases
呈報學生輟學及離校個案

- **Public sector schools, DSS schools and private primary schools participating in the Secondary School Places Allocation (SSPA) System are also required to report student dropout and departure cases.**

  而公營學校、直資學校及參加中學學位分配的私立小學，亦須呈報學生輟學及離校個案。

Background
背景

- **The Government provides 12 years of free primary and secondary education to children.**
  政府提供**12年**的免費小學及中學教育。

- **As stipulated in the Education Ordinance (Cap. 279) , parents have the legal responsibility to ensure that their children aged between 6 and 15 attend schools regularly.**
  根據《教育條例》（第**279**章），家長有法律責任確保介乎**6至15歲**的子女定時上學。

"Early Notification" principle
及早知會的原則

- **Schools are required to report student non-attendance cases <u>without delay</u> to EDB on the 7th school day of the students' continuous absence, regardless of the reasons for absence**

- 即不論學生的缺席原因為何，學校必須在學生連續缺課的第七個上課日，向教育局申報有關個案，<u>不得延誤</u>。.

Formulation of school policy on student attendance 制訂就學政策

- It is important for schools to develop an appropriate **school policy** relating to student attendance.

  學校制訂合適的就學政策十分重要。

- Schools should formulate **clear procedures, guidelines and mechanisms** for school personnel to follow, review their effectiveness **from time to time**, and make timely revisions and enhancements.

  學校應制訂清晰的程序、指引及機制供學校人員遵守，並不時檢視其成效，適時作出修訂和優化。

Strategies to be adopted under the school policy on student attendance
就學政策所採用的策略

- An **early prevention, early intervention** and **school-based approach** should be in place
採取及早預防、及早介入和以學校為本的模式

- **To have a balanced curriculum and well-designed learning and teaching strategies**
提供均衡的課程，並制訂妥善的學與教策略

- **Cross-disciplinary collaboration is important**
跨專業協作至為重要

- **Schools should make good use of the community resources**
學校應善用社區資源

- **Close home-school partnership**
密切的家校伙伴關係

Appendix I: Further Suggestions on Developing a School Policy on Student Attendance (1)
附錄I: 制訂就學政策進一步的建議(一)

I. What constitutes a good school policy on student attendance? What are the essential elements to be included?

什麼是良好的校內就學政策? 政策應包括什麼要素?

A good attendance policy should:

良好的就學政策應：

* Put in place clear and concise systems and records

  具備清楚的制度及記錄

* Acquaint school personnel with their roles and responsibilities

  讓學校人員清楚了解其角色和職責

Appendix I: Further Suggestions on Developing a School Policy on Student Attendance (2)
附錄I: 制訂就學政策進一步的建議(二)

- **Set up support systems**

  訂立支援制度

- **Enhance communication with parents**

  加強與家長溝通

Appendix I: Further Suggestions on Developing a School Policy on Student Attendance (3)
附錄I: 制訂就學政策進一步的建議(三)

- **Make preparations for returning students**

  為重返校園的學生做好準備

- **Arrange careers guidance for students**

  為學生安排升學及就業輔導

Appendix I: Further Suggestions on Developing a School Policy on Student Attendance (4)
附錄I:制訂就學政策進一步的建議(四)

II. **Examples of Good Practices**

良好做法的例子

- **Review school learning environment regularly and strengthen protective factors**

  定期檢討學校的學習環境，增強保護因素

- **Collect and analyse attendance data regularly**

  定期蒐集和分析學生出席記錄資料

- **Enable parents to understand the school policies through various channels**

  透過不同渠道讓家長了解學校的就學政策

Appendix I: Further Suggestions on Developing a School Policy on Student Attendance (5)
附錄I: 制訂就學政策進一步的建議(五)

- **Reward system**
  獎勵制度

- **Organise any school activity**
  組織學校活動

- **Provide bridging and support programmes**
  提供銜接及支援計劃

- **Implement proper interventions**
  作出適當的介入

- **Set up a mentor and mentee system**
  建立一套導師指導學生的制度

Appendix I: Further Suggestions on Developing a School Policy on Student Attendance (6)
附錄I:制訂就學政策進一步的建議(六)

III. <u>Things Not to be Done</u>

  <u>不應做的事項</u>

- **Do not administer discipline measures that hurt the self-esteem of students; please refer to Chapter 3.6 "Discipline" of the School Administration Guide for details**
  不應採取會傷害學生自尊心或使他們不願上學的訓育措施;詳情請參閱《學校行政手冊》第3.6章「訓育工作」章節

- **Do not punish truant / non-attendance students by depriving them of the opportunities in taking part in learning and extra-curricular activities**
  不應剝奪學生參與各種學習活動及課外活動的權利,作為懲罰他們逃學╱缺課的手段

- **Do not ever give up hope in helping truant, non-attendance students or marginal dropouts**
  不應放棄逃學、缺課或邊緣輟學的學生

Personal Information Collection Statement
收集個人資料聲明

- **Since submission of students' and parents' personal data is required for case reporting, schools should state clearly in the Personal Information Collection Statement provided to students and parents the purpose of personal data collection, which covers the transfer of the relevant personal data to EDB for investigating and following up on non-attendance / dropout and departure cases.**

  由於學校在呈報個案時須填交學生及家長的個人資料，因此學校為學生及家長提供「收集個人資料聲明」時，須清楚表明收集個人資料的目的涵蓋轉移相關個人資料予教育局作調查及跟進學生缺課／輟學及離校個案之用。

Points to Note:
注意地方：

- Schools must ensure that the attendance records and relevant information are **kept accurately and properly**.
  學校必須確保出席記錄及相關資料正確及妥善保存。

- **A teacher or staff member** should be appointed to be in charge of student **attendance matters**
  學校須委派一名教師或教職員負責處理學生的出席記錄

- Ensure **early support and intervention**, schools should **comply** strictly **with the reporting requirements**. In case of default, schools will be required to explain with justifications and take remedial actions.
  確保及早支援和介入，學校應嚴格遵守有關的申報規定，否則必須作出合理解釋和採取補救行動。

- In case of delay or failure to report non-attendance cases, EDB will **initiate an investigation** into the school's situation.
  如教育局得悉有學校延誤申報或未有按規定申報缺課個案，會主動調查學校的情況。

Admitting and Re-admitting Student Dropouts
錄取和重新錄取輟學生

- **Re-admit own dropouts**

   重新錄取原校的輟學生

- **Should allow students to attend class immediately**

   必須讓學生立即復課

Expulsion of Students
開除學生

- **Students admitted to an aided school should normally be allowed to complete the full programme of that school**

  獲資助學校錄取的學生應獲准完成該校的所有課程。

- **Schools should not force their students to leave school or advise them to leave of their own accord by various means or reasons, as such practices are educationally undesirable.**

  任何學校不應強迫學生離校或以各種方式或理由勸諭學生自行離校。有關做法並不符合教育的原則。

Suspension of Students from Class or School
著令學生校內停課或暫時停課

- **When suspending students from class or school, schools should comply with the procedures provided in the Codes of Aid and refer to the key points under Section 3.6 "Discipline" of the School Administration Guide, so as to uphold students' right to education.**
學校如著令學生校內停課或暫時停課，必須遵照《資助則例》所載的程序和參閱《學校行政手冊》第3.6章「訓育工作」章節所列要點辦理，以保障學生接受教育的權利。

- **Schools should keep a record of all suspension cases for future enquiries.**
學校須妥善保存所有著令學生停課的記錄，以備日後查閱。

Enquires
查詢

- You are welcome to contact your respective Senior School Development Officers for any enquiries.
如有查詢，請聯絡學校所屬的高級學校發展主任。

- For enquires on handling non-attendance cases, please contact the NAC Team at 3698 4411.
有關處理缺課個案事宜，請聯絡缺課組（電話：3698 4411）。

Introduce the Handling of Non-attendance / Dropout Cases
簡介缺課／輟學個案的處理

Handling of Non-attendance / Dropout Cases (Aged Below 15) 缺課／輟學個案的處理(15歲以下)

- **Schools should adopt an early intervention approach, providing follow-up services and counselling to non-attendance / dropout students.**
  學校應及早介入，為缺課／輟學生提供跟進和輔導。

- **For cases in primary school:**
  小學個案：

  - **Student Guidance Personnel (SGP) investigates, and also provides counselling and support**
    學生輔導人員進行調查，並提供輔導及支援

  - **NAC Team monitors case progress and provides necessary supervision and intervention**
    缺課組會監察個案進展，按需要作出督導及介入

Handling of Non-attendance / Dropout Cases (Aged Below 15) 缺課／輟學個案的處理(15歲以下)

- **For cases in special schools and secondary schools:**

  特殊學校及中學的個案：

  ➢ **NAC Team takes charge of the investigation and handles the cases in close collaboration with the schools.**

  缺課組進行調查，並與學校緊密協作，共同處理

Handling of Non-attendance / Dropout Cases (Aged Below 15) 缺課／輟學個案的處理(15歲以下)

- For persistent non-attendance without reasonable excuses by the parents, EDB will, considering the situation and case progress, issue:

  學生持續缺課，家長亦沒有合理辯解，本局會根據個案的情況和進展發出：

  ➢ *Verbal or written advice*

  口頭或書面勸諭

  ➢ *Written warning*

  警告信

  ➢ *Attendance order*

  入學令

Handling of Non-attendance / Dropout Cases (Aged Below 15)
缺課／輟學個案的處理(15歲以下)

- **For details, please refer to Appendix IV "Flow Chart: Handling of Non-attendance / Dropout Students Aged Below 15".**

  詳情請參閱附錄IV「處理15歲以下缺課／輟學生個案流程圖」。
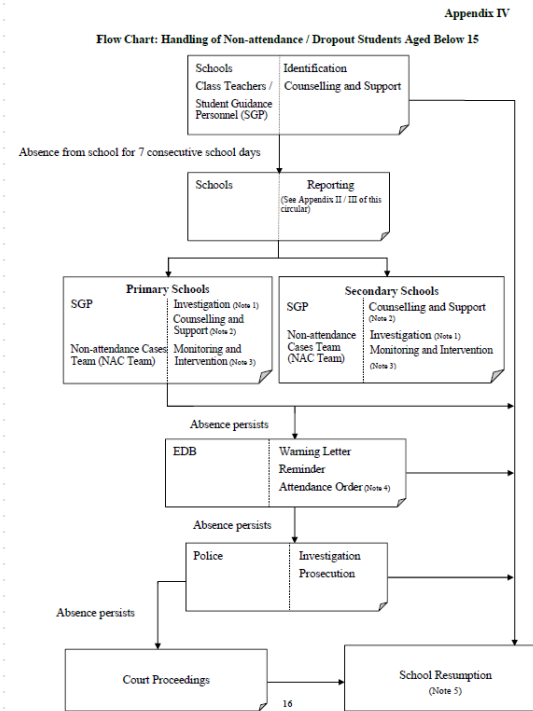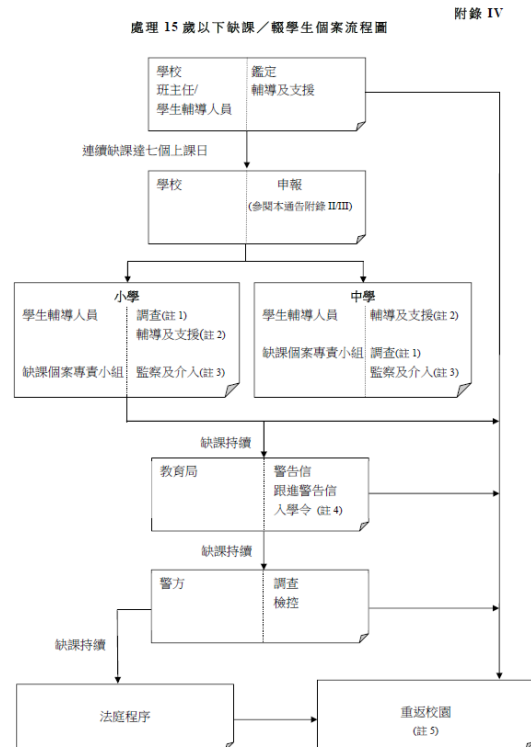
Handling of Non-attendance / Dropout Cases (Aged 15 or Above)
缺課／輟學個案的處理(15歲或以上)

EDB:

教育局：

- **Try to place the non-attendance / dropout students back to the school last attended or other public sector schools**
  安排公營學校就讀的缺課／輟學生返回原校或到其他公營學校就讀

- **Refer to short-term programmes / social development programmes**
  轉介短期課程／群育發展課程

- **Offer placement service, and the respective NGOs will provide post-placement service**
  提供學位安排服務，並由有關的非政府機構提供跟進服務

Handling of Non-attendance / Dropout Cases (Aged 15 or Above)
缺課／輟學個案的處理(15歲或以上)

Schools:

學校：

- Put in place a support programme for the students
  為學生制訂支援計劃

Handling of Non-attendance / Dropout Cases (Aged 15 or Above) 缺課／輟學個案的處理(15歲或以上)

- **For details, please refer to <u>Appendix V "Flow Chart: Handling of Non-attendance / Dropout Students Aged 15 or Above"</u>.**

  詳情請參閱<u>附錄V「處理15歲或以上缺課／輟學生個案流程圖」</u>
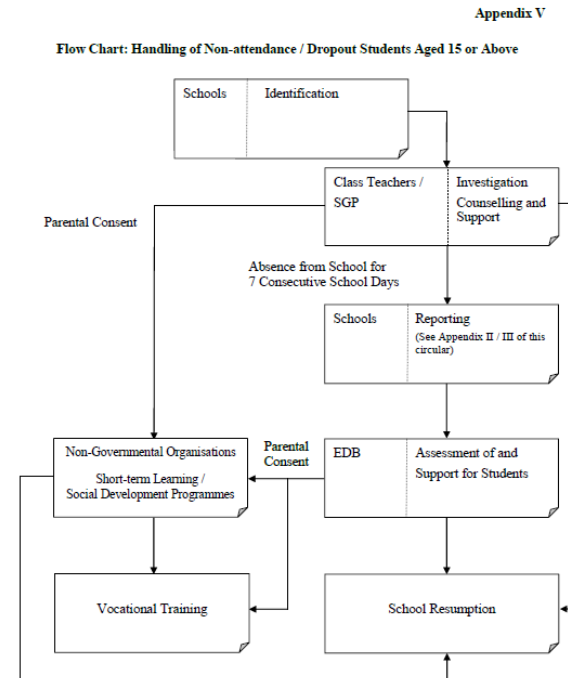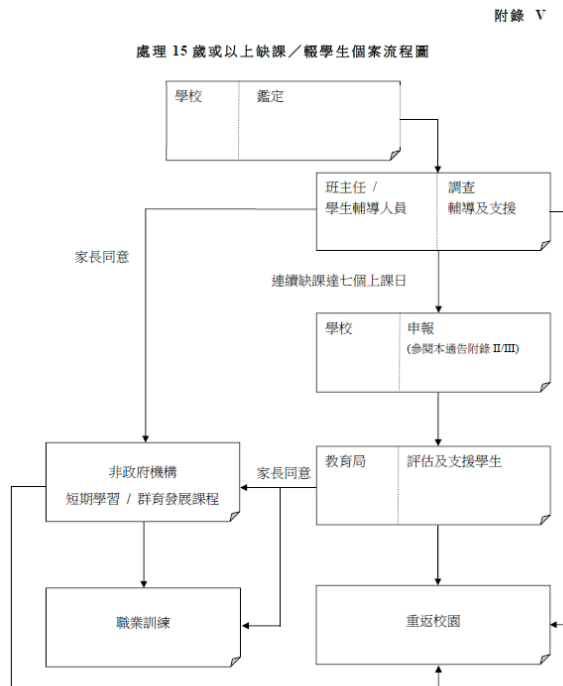
Introduce Reporting Procedure & Operation Manual
簡介申報程序及操作手冊

Student Information Management System (STIMS)
學生資料管理系統（STIMS）

- **STIMS** is a **computerized system** maintained by **School Places Allocation** (**SPA**) Section of the Education Bureau (EDB). All **student identity data** in the system are **provided by schools** participating in the system.

  學生資料管理系統（**STIMS**）是由教育局學位分配組（**SPA**）管理的一個電腦資料庫。所有學生個人資料都由參與STIMS的學校提供。

- **The schools participating in STIMS (STIMS schools) are primary, secondary and special schools operated in the daytime, and are mainly government, aided, caput and direct subsidy scheme (DSS) schools.**

  參與**STIMS的學校**是香港日間授課的中、小學及特殊學校，主要包括全港官立、資助、按位津貼及直接資助學校。

Student Reference Number (STRN)
學生編號

- **EDB assigns each student** in **STIMS schools** an **STRN**. The purpose is to **differentiate the identity of individual student** so as to **avoid mismatching** of data of students with identical name, date of birth and sex when their data are processed.

  教育局為參與學生資料管理系統學校的每一名學生編配一個學生編號（**STRN**），用意在識別每一名學生的身份，避免處理資料時，錯配有相同姓名、出生日期、性別的學生的資料。

- **Schools should not attempt to assign or alter** the STRN of a student.

  學校不可自行編配或改變學生編號。

Reporting Requirement
申報要求

- **All schools** (including **public sector schools, DSS schools and private schools offering formal curriculum**) must comply strictly with the requirements of reporting student non-attendance cases to EDB, **regardless of the students' age and class level.**
  所有學校（包括公營學校、直資學校及提供正規課程的私立學校）必須嚴格遵守規定，向教育局申報學生缺課個案（不論其年齡及就讀的級別）。

- **Public sector** schools, **DSS** schools and **private primary schools** participating in the **Secondary School Places Allocation (SSPA) System** are also required to report **dropout and departure cases**.
  公營學校、直資學校及參加中學學位分配的私立小學亦須呈報輟學及離校個案。

Reporting Procedure
申報程序

- **Schools participating in the Student Information Management System (STIMS schools) should refer to Appendix II.**
參與學生資料管理系統(STIMS)的學校應參考附錄II 。

- **Non-STIMS schools should refer to Appendix III and the relevant "Operation Manual".**
非參與學生資料管理系統(non-STIMS)的學校應參考附錄III及相關「操作手冊」。

- **Counting the days of student's continuous absence**
如何計算學生的連續缺課日數

- **WebSAMS UAT**

- **eForm A UAT**

WebSAMS – Attendance 學生出席資料

WebSAMS – Maintenance 編修

Lui Kee Through-Train School

(RESTRICTED)

Navigation menu (left):
- Home
- Student Info Enquiry
- School Management
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  - Maintenance
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  - Suspected Dropout
  - Consolidation
  - Enquiry by Class Level
  - Enquiry
  - Report
- Student Activities
- School Activities Manager
- Award & Punishment
- Assessment
- Institute Application
- SLP
- Special Assessment
- Staff Deployment
- Staff
- CDS
  - Registration
  - Outgoing Msg
  - Incoming Msg

[S-ATT03-05] Attendance > Suspected Dropout > Maintain Suspected Dropout

| Notifying Parent/Guardian | Maintain Suspected Dropout | Return of Suspected Dropout | Maintain Notification Email |

⏷ Bottom

Form A

Name of Student (Eng)	LING	Sex	Male
Name of Student (Chi)	凌	STRN	N367
HKIC		HK Birth Cert No.	N367
Class Level Last Attended	Primary 1	Last Day of Attendance	19/07/2024

Reason for Leaving/Absent from School: Non-attendance (with health/physical problem) ▼

☐ This is a SGO/SGT/SGP/Social Worker case

Parent / Guardian Information

Title	Mr ▼	Relation	Father ▼

Fill in either English or Chinese Name.

English Name	Parent Name	Chinese Name	

Fill in either Contact or Emergency Phone number.

Contact Telephone	31234567	Emergency Telephone	31234567
Occupation	Driver		

Fill in either English or Chinese Address.

Student Home Address (Eng)		Student Home Address (Chi)	
Flat	A	Flat	A
Floor		Floor	
Block		Block	
Building Name		Building Name	
Estate/Village		Estate/Village	
Street No./St.		Street No./St.	
District Name		District Name	
Student Home Telephone			

Remarks

XXX XXX XXX

WebSAMS – Student 學生資料

WebSAMS – Schooling 在學概況

WebSAMS – CDS 聯遞系統

Class Resumption for STIMS Schools (Form B / eForm B)
參與學生資料管理系統（STIMS）的學校申報學生復課(表格B / 電子表格B)

- Schools are required to prepare **Form B** in the **Student Module** of **WebSAMS** (for **WebSAMS schools**) or complete **eForm B** (for **non-WebSAMS schools**) and submit the relevant information to EDB **within 10 school days** from the first day of class resumption of the non-attendance students.

學校須於缺課學生首天復課後十個上課日內，在網上校管系統的「學生資料」模組內預備表格B（適用於使用網上校管系統的學校）或填妥電子表格B（適用於非使用網上校管系統的學校）及向教育局遞交有關資料。

Class Resumption for Non-STIMS Schools
非參與學生資料管理系統（non-STIMS）的學校申報學生復課

- **Non-STIMS** schools can submit the information on students' class resumption using **eForm A for non-STIMS** Schools. **(Coming soon)**

  非參與學生資料管理系統（**non-STIMS**）的學校可透過供非參與學生資料管理系統學校專用的電子表格**A**（**eForm A for non-STIMS Schools**）遞交學生復課資料。**(稍後推出)**

Update Operation Manual
更新操作手冊

- **Operation Manual** for Non-STIMS Schools will be updated soon. Please refer to the below **EDB webpage** for details.

  供非參與學生資料管理系統的學校使用的操作手冊將於稍後更新。詳情請參閱以下教育局網頁。

  https://www.edb.gov.hk

5. Related information

- School Places Allocation System
- School Lists (By District)
- List of "Through-train" Schools
- List of Schools offering full-time Initiation Programme for newly arrived children
- List of Centres operating 60-hour 'Induction Programme'
- List of DSS Schools
- Kindergarten, Primary & Secondary School Profiles
- List of Aided Special Schools
- Financial Assistance Scheme for Designated Evening Adult Course
- International Schools in Hong Kong
- Upholding Students' Right to Education
  Education Bureau Circular EDBC No. 21/2024 PDF

  Operation Manual (for Non-STIMS School) PDF

  Counting the days of student's continuous absence PDF

Self Register CLO User Account
自助註冊「統一登入系統」用戶戶口

- **Please refer to the CLO Operation Manual:**
  - *https://clo.edb.gov.hk/notes/CLO_User_Manual_e.pdf*
    - *8. Self Register CLO User Account (p.27)*
- 請參閱統一登入系統 (CLO)用戶手冊:
  - *https://clo.edb.gov.hk/notes/CLO_User_Manual_c.pdf*
    - *8. 自助註冊「統一登入系統」用戶戶口 (第28頁)*

Technical Support (1)
技術支援(一)

Technical Support related to eForm for STIMS Schools:

有關供參與學生資料管理系統學校的電子表格的技術支援:

Helpdesk 求助台:

Tel 電話: **3464 0575**

Technical Support related to eForm A for Non-STIMS Schools:

有關供非參與學生資料管理系統學校專用的電子表格A的技術支援:

Helpdesk 求助台:

Tel 電話: **3464 0594**

Technical Support (2)
技術支援(二)

Technical Support related to Common Log-On System (CLO):
有關統一登入系統的技術支援:

CLO Helpdesk 統一登入系統求助台:

Tel 電話: **3464 0592** / Email 電郵: **clo@edb.gov.hk**

FAQs 常見問題: **https://clo.edb.gov.hk/faqs**

Creating a Master School Administrator (MSA) Account:
開設學校行政主戶帳戶:

e-Services Team 電子化服務入門網站小組:

Tel 電話: **3698 3640**

Q&A
答問環節