

**Chi Yun School**  
**The Application of**  
**“Extension of Years of Study (2020/2021) for Students”**

7<sup>th</sup> November, 2019

Dear Parents / Guardians,

Students of special schools under the New Senior Secondary (NSS) academic structure will graduate from school upon completion of Secondary 6. The norm is that students with Intellectual Disability complete the primary and secondary education in 12 years.

Individual students may need to extend their years of study due to “valid reasons”, and schools are provided with “pre-set quota” of additional 12 places to address such needs.

According to the “Guidelines for Special Schools on School-based Mechanism for Handling the Extension of Years of Study for Students, revised edition, January 2014” provided by Education Bureau, our school will extend years of study for students.

If students fulfill the ‘valid reasons’ or ‘a basket of factors’ mentioned in the guidelines, and parents would like to apply the year 2020-2021 Extension of Years of Study for students, please fill in and return the reply slip on or before 4pm, 28<sup>th</sup> November 2019 (Thursday).

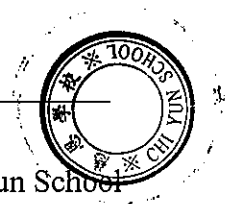
Parents, who apply the Extension of Years of Study for the students, have to provide the application letter and related supporting documents, for example, document of social welfare department or letter from hospital. Failing to provide the supporting documents and/or professional reports will most certainly affect the approval process.

Please be informed that late submission will not be accepted.

Best Regards,



Mak Man Chiu  
Principal, Chi Yun School



Remarks: Enclosed please find “Guidelines for Special Schools on School-based Mechanism for Handling the Extension of Years of Study for Students, revised edition, January 2014”, for your reference.

## Reply Slip

### The Application of “Extension of Years of Study (2020/2021) for Students”

To: Principal, Chi Yun School

#I/We have received and acknowledged about the information of the notice and #I/we reply as follows :

Student \_\_\_\_\_(Class \_\_\_\_\_) # will / will not apply for the Extension of Years of Study (2020-2021).

Valid Reasons for Extension of Years of Study:

- \*  1 The students have been absent from school for more than one-third of the total school days in a school year due to valid reasons. (With related supporting documents)
- 2 The students have major disruptions in learning. (With related supporting documents)
- 3 The students experience serious adaptation problems. (With related supporting documents)
- 4 A basket of factors: (please fill in) \_\_\_\_\_

Application letter : \*Yes No

Related documents: \*Yes No documents to be submitted later

Type of document: \_\_\_\_\_

Remark : \* please put a  in the appropriate box, ‘Valid Reasons’ can be more than one  
# please delete as appropriate

Parent(s)' / Guardian's Signature: \_\_\_\_\_

Name of Parent(s) / Guardian: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Guidelines for Special Schools on School-based Mechanism for Handling the Extension of Years of Study for Students**

**(for implementation by aided schools for children with intellectual disability (ID schools), schools for children with physical disability (PD schools), schools for children with hearing impairment (HI schools) and the school for children with visual impairment cum intellectual disability (VI cum ID school))**

**Basic Principles**

1. Students of special schools under the New Senior Secondary (NSS) academic structure will graduate from school upon completion of Secondary 6. The norm is that students with ID complete the primary and secondary education in 12 years, and students with normal intelligence pursuing ordinary curriculum in PD schools and HI schools complete the primary and secondary education in 13 years.
2. Individual students may need to extend their years of study due to “valid reasons”<sup>1</sup>, and schools are provided with “pre-set quota” of additional places to address such needs.
3. In cases where individual students need to extend their years of study due to other reasons, schools should exercise their school-based professional judgment according to the objective criteria and the additional school places available. In principle, residual quotas should normally be used to cater for students who are in need and are due to leave school in the current school year.
4. Schools should consider each case prudently according to the objective criteria to ensure that the “pre-set quota” is used properly. It is not necessary for schools to use up the additional school places in each school year. Neither should they exceed the quota in any case.

**Screening of Students**

Schools should make a preliminary decision as to whether a student should proceed to a higher grade, leave school or extend his/her years of study through a meeting (hereinafter called the “Student Progression Meeting”). The meeting should be held in or before March in each school year and information on students who will leave school or extend their years of study should be submitted to the Education Bureau (EDB) according to the date to be set by the EDB. Normally, the date will be set at March in each school year.

**Attendees at the Student Progression Meeting**

School head, teachers and specialists.

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<sup>1</sup> The three “valid reasons” are the objective criteria set after the EDB had numerous deliberations with the sector and parents.

### **Mechanism on Decision-making**

The decision on whether a student should proceed to a higher grade, leave school or extend his/her years of study should be made by all the attendees according to the objective criteria. In case no consensus can be reached after thorough professional deliberations, a decision may be made by voting. In case of a tie in voting, the chairman of the meeting will make the final decision.

### **Appeal Mechanism on Extension of Years of Study**

1. The parents or guardians appeal to the school supervisor in writing;
2. The school supervisor and two school managers<sup>2</sup> form an appeal panel to make the final decision (The school head should give a clear description of the background to the panel, including the objective criteria used in the school-based mechanism, etc.);
3. The school supervisor announces the result of the appeal in writing or by other means accepted by the parents within two weeks after receipt of the appeal.

### **“Valid Reasons” for Extension of Years of Study**

1. The students have been absent from school for more than one-third of the total school days in a school year due to valid reasons, such as suffering from illnesses, undergoing surgeries, representing Hong Kong in competitions and attending group training, etc.;
2. The students have major disruptions in learning. For example, the students have severe emotional problems, receive therapeutic treatments and are under drug influence, etc.; or
3. The students experience serious adaptation problems. These include serious adaptation problems faced by newly arrived children and non-Chinese speaking students due to their learning backgrounds and language environments, etc.

### **Points to Note**

- The foregoing “valid reasons” should be supported by relevant documentary proof, including reports by medical professionals/other specialists, school records of case conferences on the students and teaching plans for handling the students’ problems, etc. These documents should be kept on file for inspection by the EDB and/or other departments.
- If a student has been allowed to extend his/her years of study before and the Student Progression Meeting considers that there are genuine and sufficient justifications for further extension after prudent deliberations, the school should, having regard to the actual availability of the “pre-set quota”, refer the case to the School Management Committee/Incorporated Management Committee for a final decision, together with sufficient evidence and explanations.

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<sup>2</sup> The EDB encourages schools to invite parent manager(s) to sit on the appeal panel.

## **Objective Criteria for Considering the Use of Residual Quota**

Students may wish to extend their years of study under special circumstances not covered by the three “valid reasons”. Schools should consider such cases on individual merits and make use of the residual quota, if any, to allow the students to extend their years of study after taking into account a basket of factors. In principle, residual quota should normally be used to cater for students who are due to leave school in the current school year. The factors that the schools may consider include:

1. Learning ability and progress of the student
2. Professional assessment reports (including, among others, reports of psychologist, speech therapist, occupational therapist, physiotherapist and social worker and vocational assessment reports)
3. School leaving arrangements
4. Family circumstances (e.g. abrupt changes in family circumstances)
5. Age of the student
6. Behaviour and emotion
7. Learning motivation
8. Schooling history before admission (e.g. students admitted during the school year)
9. Health condition
10. Supply and demand of boarding places (applicable to schools with boarding service)
11. Others (Please provide details, e.g. failure to achieve the expected learning outcomes)

### Points to Note

- Similarly, schools should keep on file relevant documentary proof, including reports by medical professionals/other specialists, school records of case conferences on the students and teaching plans for handling the students’ problems, etc. for inspection by the EDB and/or other departments.
- If a student has been allowed to extend his/her years of study before and the Student Progression Meeting considers that there are genuine and sufficient justifications for further extension after prudent deliberations, the school should, having regard to the actual availability of the “pre-set quota”, refer the case to the School Management Committee/Incorporated Management Committee for a final decision, together with sufficient evidence and explanations.

## **Revision of the List of Students for Extension of Years of Study**

Under normal circumstances, schools should submit the list of students approved for extension of years of study according to the date set by the EDB, which is normally in March of each school year. Subsequent changes to the list are normally not allowed. If there is/are student(s) meeting the following conditions, and the school has residual quotas, schools may put up requests for including such student(s) in the list of students approved for extension of years of study:

- (1) application for extension of years of study having been rejected but subsequently the appeal was accepted by the school; or
- (2) after the school's submission of the list of students approved for extension of years of study in March, a student is absent from school frequently owing to "valid reasons" and thus meets the criteria for extension of years of study; or
- (3) after the school's submission of the list of students approved for extension of years of study in March, there is significant change in the condition of a student which creates a major disruption in his/her learning and s/he thus meets the criteria for extension of years of study; or
- (4) after the final examination, a student pursuing the ordinary curriculum is confirmed by the school to have highly unsatisfactory learning results and hence needs an extension of years of study; or
- (5) school leavers of current year who were put on the waiting list for extension of years of study after deliberation under the school-based mechanism.

Schools are required to submit information of the respective cases to the EDB on or before 1 August of each school year. Late submission will normally not be accepted. Schools have to provide full justifications for each case, and prove the necessity of the students concerned for extension of years of study through the Student Progression Meeting. For cases requiring further extension of years of study, the final decision has to be made by the School Management Committee/Incorporated Management Committee.

Education Bureau

(Revised edition, January 2014)