

**Chi Yun School**  
**2024-2025**  
**Application of Extension of Years of Study (2025-2026) for Students**

8th November, 2024

Dear Parents / Guardians,

Students of special schools under New Senior Secondary (NSS) academic structure will graduate from school upon completion of Secondary 6. It is a norm that students with intellectual disability complete their primary and secondary education in 12 years.

Individual students may need to extend their years of study due to various valid reasons. Our school is provided with “pre-set quota” of additional 12 places by Education Bureau to address such needs. According to “Guidelines for Special Schools on School-based Mechanism for Handling the Extension of Years of Study for Students, revised edition, January 2022” provided by Education Bureau, schools are allowed to exercise school-based professional judgment and mechanisms for students with needs and “valid reasons” to extend their years of study.

If students fulfill the ‘valid reasons’ or ‘a basket of factors’ mentioned in the guidelines, and parents would like to apply “Extension of Years of Study (2025/2026) for Students”, please fill in and return the reply slip to school on or before 4pm, 29<sup>th</sup> November 2024 (Friday).

For making applications, parents or guardians also have to provide application letter, and documentary proof such as reports from medical professionals or hospital, letters from Social Welfare Department. Failing to provide supporting documents will most certainly affect the approval process.

Due to time restraints for handling and report submission to Education Bureau, please be reminded that late submission will not be accepted.

Yours faithfully,



  
Liu Hang Lam

Acting 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 2022” for your reference.

**Reply Slip**

**Application of  
Extension of Years of Study (2025/2026) for Students**

To: Principal, Chi Yun School

#I/We have received and acknowledged information of this notice and hereby reply as follows:

Student ( name) \_\_\_\_\_ in Class \_\_\_\_\_

**will not** apply for Extension of Years of Study (2024-20254) .

/  **will** apply for Extension of Years of Study (2024-20254).

Valid Reasons for applying Extension of Years of Study:

- 1. The student has 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 student has major disruptions in learning. (with related supporting documents)
- 3. The student experiences serious adaptation problems. (with related supporting documents)
- 4 A basket of factors: (please fill in) \_\_\_\_\_

Application letter attached : Yes No

Related documents attached : Yes No  Hand in later

Type of documents (please specify): \_\_\_\_\_

**Remarks :**

# *please delete as appropriate*

*please put a  in the appropriate box, 'Valid Reasons' can be more than one*

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 for children with physical disability (PD), schools for children with visual impairment (VI) and the school for children with hearing impairment (HI))**

**(A) Basic Principles**

1. Students should graduate from school upon completion of Secondary 6 under the respective academic structures. The norm is that students with ID and students with VI complete primary and secondary education in 12 years; and students with normal intelligence pursuing ordinary curriculum in the school for children with HI and schools for children with PD complete 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 a “pre-set quota” of additional places to address such needs.
3. For cases where individual students need to extend their years of study due to other reasons, schools have to exercise their school-based professional judgement according to the objective criteria and the number of residual quota available. In principle, residual quota should normally be used to cater for students who are due to leave school in the current school year with a need for extension.
4. Schools have to consider each case prudently according to the objective criteria to ensure 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.
5. Schools should provide students with education services that meet their needs at different developmental stages. The number of approval for extension of years of study arranged for a student should not be excessive. Otherwise, if the student’s academic structure status differs greatly from that of his/her same-aged peers, or the difference even exceeds one Key Stage in the extreme case, it might not be conducive to the physical and psychological development of the student.

**(B) School-based Mechanism**

Schools must ensure that proper and sound school-based procedures are in place for the optimal use of resources. To this end, schools should establish a fair, evidence-based and transparent school-based mechanism, and exercise their professional judgment on each application for extension of years of study according to objective criteria and the additional school places available in each school year.

**(i) Screening of students**

Schools should make a preliminary decision as to whether it is necessary to extend a student’s

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

years of study after reviewing his/her learning progress and needs through a meeting (hereinafter called the “Student Progression Meeting”). The meeting must 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) via the Special Education Management Information System (SEMIS) according to the date set by the EDB. Normally, the date will be set at March in each school year.

**(ii) Attendees at the Student Progression Meeting**

School head, teachers and specialists.

**(iii) Mechanism on decision-making**

The decision on whether it is necessary to extend a student’s 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 chairperson of the meeting will make the final decision.

**(iv) 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 has to give a clear description of the background to the panel, including the objective criteria used in the school-based mechanism and the condition of the students concerned, etc.);
3. The school supervisor informs the parents of the result of appeal in writing or by other means acceptable to the parents within two weeks after receipt of the appeal.

**(v) “Valid reasons” for extension of years of study**

1. **Frequent absence from school:** Absence from school for more than one-third of the total school days in the school year due to valid reasons such as suffering from illness, undergoing surgery, representing Hong Kong in competitions and attending group training;
2. **Major disruptions to learning:** Though present at school, the students’ learning in the school year is substantially disrupted by factors such as persistent and severe emotional problems, abrupt deterioration in body functioning, regular therapeutic treatments, prolonged drugs influence; or
3. **Serious adaptation problems:** The students admitted in the school year experience serious adaptation problems due to their learning backgrounds and language environments, etc. (for example, newly arrived children and non-Chinese speaking students).

**(vi) 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 may consider such cases on individual merits and make

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

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, the residual quota should normally be used to cater for students who are due to leave school in the current school year.** In assessing students' learning needs, schools may consider the following:

1. Learning ability and progress
2. Professional assessment reports
3. Post-school 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. Others (Please provide details, e.g. failure to achieve the expected learning outcomes)

**(vii) Points to note**

- Schools should keep on file relevant documentary proof, including reports prepared by medical professionals/other specialists (e.g. psychologist, speech therapist, occupational therapist, physiotherapist and social worker), vocational assessment reports, 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 must, having regard to the actual availability of the "pre-set quota", refer the case to the Incorporated Management Committee for a final decision, together with sufficient evidence and explanations.

**(C) Revision of the List of Students with 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) and should not make subsequent changes to the list. If there is/are student(s) meeting the following conditions, schools with residual quotas may put up requests for including such student(s) in the list of students approved for extension of years of study:

1. A rejected application that has been subsequently approved for extension of years of study after the appeal was accepted; or
2. After the school's submission of the list of students approved for extension of years of study in March, a student has been 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 has been a significant change in the condition of a student which creates a major disruption in his/her learning and he/she thus meets the criteria for extension of years of study; or

4. After the final examination, a student pursuing the ordinary curriculum has been confirmed by the school to have highly unsatisfactory learning results and hence needs an extension of years of study; or
5. The students due to leave school in the current school year have already been put on the waiting list for extension of years of study after deliberation under the school-based mechanism.

Schools should submit written information of the respective revised 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 Incorporated Management Committee.

(Revised edition, January 2022)