

Date: _____

Updated Apr 2025

APPLICATION FOR LEAVE DURING SCHOOL DAYS

(Submit to Form Teacher at least 7 days in advance of leave period)

Full name of Pupil: _____ Class: _____

Period of leave requested for:

Date(s): From _____ to _____ (dd/mm/yyyy)

Time (if not full day): From _____ to _____ (time)

I would like my child to be away from school for the following reason, **with supporting documents attached to this form**:

During the period of leave, my child will be:

☐ **Staying within Singapore**

☐ **Traveling out of Singapore**, please indicate destination and dates (dd/mm/yyyy):

Destination: _____

Leaving Singapore: _____ Returning Singapore: _____

I am aware that in addition to lessons, my child will miss the following summative assessments:

I acknowledge that absenteeism from school due to reasons that are not official (e.g. examinations, competitions), medical nor emergency in nature will not be consistent with the values that the school hopes to inculcate.

Name and Signature
of Parent/Guardian:

Email:
Contact Number :

School will notify the parent/guardian on the outcome of the Leave application within 5 working days upon receipt of the application by the Form Teacher.

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☐ **Received** – I have advised the parent on the importance of education and the potential impact to the child's studies and assessment.

Name & Signature of Form Teacher

Date

☐ **Acknowledged** – The school acknowledges that your child will be absent from school. Summative assessment missed by your child during the stated period will not be graded and may impact the final score of the subject in the progress report.

☐ **Approved** – The school approves your child's absence from school. Your child will either be exempted or alternative arrangements will be made for the summative assessment, at the school's discretion.

Vice-Principal

Date