



REQUEST FOR LEAVE DURING SCHOOL TERM

Date of Application	
Child/Ward	
Class	
Form Teacher	

I, _____ would like to request for my child/ ward to be absent from school from _____ to _____.

Reason for absence: _____

I understand that the attendance of my child will be recorded as NIL during his/ her absence. As the subject teachers will continue with lessons, I am aware that my child/ ward will be missing lessons during the duration and that the teachers will not be able to provide further support upon my child/ ward's return. I will take responsibility for his/ her absence and not hold the school responsible for any arising situation brought about due to the absence. I understand that curriculum time is precious to the development of my child and will try to minimise such disruptions in future.

Name, Signature of Parent/Guardian _____
Date

ACKNOWLEDGEMENT SLIP
(for office's use only)

Thank you for updating the school on your child's _____ absence during the school term from _____ to _____.

Acknowledged by: _____
Name/ Designation/ Date