

Date: _____

Dear *Mr / Ms _____,

Application for Leave

I am writing to apply for *Sick / Special Leave of my *son / daughter / _____ for the school approval.

Name of student : _____ Class : _____ Class number : _____

Date(s) of leave : From _____ to _____ (dd/mm/yyyy) A total of _____ day(s)

Reason for leave : (Please specify. "Important family matters" & "Sickness" are not accepted)

Sick Leave : _____

Special Leave : _____

Supporting document(s) : Please () in the appropriate box.

Medical Certificate

(Required if (i) sick leave of 2 days or more (ii) sick leave of 1 day or more during the Term Test Period, Examination Period and School Activity Days)

Other supporting documents (Please specify) : _____

No supporting documents

Thank you for your attention.

Yours sincerely,

_____ (Signature of the student's parent / guardian)

_____ (Name of the student's parent / guardian)

To be completed by the school: :

Signature of class teacher : _____

Approved : _____

Not approved : _____

Remarks : _____ Date : _____

**** Delete as appropriate***

Points to note:

- Please follow the basic letter format and use letter paper or A4 paper when writing the Application for Leave. It can be written with a black or blue ballpoint pen or printed by a computer.*
- The official template can also be downloaded from the school website (Chinese and English version).*
- Application for Special Leave must be submitted to the class teacher for processing at least two days before the date of request for leave. Application for Sick Leave must be submitted two days after the resumption of class of the student. Absence without acceptable reason will be regarded as truancy.*
- If a Special Leave is required, please submit the Application for Leave to the class teacher for the approval by the Vice Principal / Assistant Principal and the office follow up.*