

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

**LEAVE APPLICATION**

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

Full name of student: \_\_\_\_\_ Class: \_\_\_\_\_

Please choose  either Full Day(s) or Partial Day (s):

Full Day(s): From \_\_\_\_\_ to \_\_\_\_\_ (dd/mm/yyyy)

Partial Day(s): From \_\_\_\_\_ to \_\_\_\_\_ (time)  
on \_\_\_\_\_ to \_\_\_\_\_ (dd/mm/yyyy)

State the reason (choose one only), and **attach supporting documents** (e.g. letter from exam board):

Event       Examination       National/International Competition       Others

Please specify/elaborate: \_\_\_\_\_

\_\_\_\_\_

Please list the lessons and summative assessments that will be missed:

\_\_\_\_\_

\_\_\_\_\_

Name and signature of parent/guardian:		Email: Contact Number :
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School will notify the parent/guardian on the status of the Leave application within 3 working days upon receipt of the application by the Form Teacher.

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**FOR OFFICIAL USE ONLY**

**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 will adversely 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 provided with the alternate summative assessment, at the school’s discretion.

\_\_\_\_\_  
Principal  
Frontier Primary School

\_\_\_\_\_  
Date

