

Date : _____

The Principal
Palm View Primary School

Informing School of Child's (International Student) Absence During Term Time

I wish to inform the school that my child/ward

Name: _____ Class: _____ IC/Fin No: _____

will be absent from school between _____ and _____ due to:

- returning to country of origin (_____)
- others (please specify) _____

My child/ward will be returning to school on _____ (maximum of 1 month)

I understand that during this period of absence, my child's attendance records will be reflected as 'Absent'.

During this period of absence, I will undertake fully the responsibility of my child's progress in meeting formal curriculum learning outcomes to minimise disruptions to his/her learning progress and to ensure that he/she is sufficiently prepared for the rigour of school work upon his/her return.

I understand that, under MOE's guidelines, the school can only hold the place for my child for one month during term time. If my child does not return after one month, the school reserves the right to remove my child as a Mainstream School Leaver. Thereafter, should my child wish to come back to a school in Singapore, I will have to re-apply to MOE and re-admission will be assessed on a case-by-case basis.

I declare that I have settled my child/ward's outstanding fees of S\$ _____ up to the month of _____ on _____ via cash/cheque/GIRO.

Thank you for your kind attention.

Yours faithfully

Signature

Name : _____ Relationship to child : _____

Contact no : _____

For school use:

Form teacher notified on(date)
via email

Principal's acknowledgement & Date