

Date : _____

The Principal
Palm View Primary School

Informing School of Child's 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 _____

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 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