

To: Principal, Palm View Primary School

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

I wish to inform that my child/ward will be absent from school on the following dates:

Name of Child	
Birth Certificate/FIN No	
Class	
Period of Absence	From _____ To _____
Date returning to school (maximum of 1 month's absence)	
Reason for absence	
Country travelling to (if the child is travelling overseas)	

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

I will undertake fully the responsibility of my child's/ward'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/ward for one month during term time. If my child/ward does not return after one month, the school reserves the right to remove my child as a Mainstream School Leaver. Thereafter, should my child/ward 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 paid my child/ward's school fees of S\$ _____ up to the month of _____ on _____ via cash/cheque/GIRO.

Name of person completing form

Signature

Date

Relationship to child/ward

Contact number

For school use:

Form Teacher's acknowledgement & Date

Mrs Ming Kum / Principal

Principal's acknowledgement & Date