

## STUDENT LEAVE APPLICATION FORM

This form is used by students for all leave applications. All applications must be completed at least 3 days in advance and be supported by a parent/guardian and approved by the Head of School (HOS) or Principal. Incomplete forms will not be processed. If requests are not received at least 3 days in advance, leave will not be approved except in exceptional circumstances.

For Student Pass holders, only medical leave which is supported by a medical certificate is considered as valid absence. Any other document/reason for absence are not valid and are subject to the school's and ICA's approval.

- Student Pass Holders are required by Singapore government to maintain at least 90% attendance in a calendar month and have no more than 7 days consecutive absence without valid reasons.
- For all other students, cumulative attendance is expected to be 90%, except for students with significant genuine medical conditions or exceptional family circumstances.

### Name of Student(s):

Full Name: \_\_\_\_\_ Class: \_\_\_\_\_ Student Pass Holder:  Yes  No  
 Full Name: \_\_\_\_\_ Class: \_\_\_\_\_ Student Pass Holder:  Yes  No  
 Full Name: \_\_\_\_\_ Class: \_\_\_\_\_ Student Pass Holder:  Yes  No

Type of Leave ( <i>please tick</i> )	
<input type="checkbox"/> Holiday	<input type="checkbox"/> Other
Date From (dd/mm/yy)	Date To (dd/mm/yy)
Brief description of reason:	
Supported by (Name of the Parent/Guardian and Signature):	
Date of Application:	Contact Number:

### FOR OFFICIAL USE ONLY

Current Cumulative Attendance (Percentages):			
____ Present (P LR)	____ Late (L)	____ Absent (Au S) (unapproved)	____ Absent (A) (approved)
____ Present (P LR)	____ Late (L)	____ Absent (Au S) (unapproved)	____ Absent (A) (approved)
____ Present (P LR)	____ Late (L)	____ Absent (Au S) (unapproved)	____ Absent (A) (approved)
Approved by:			
Principal/HOS: (Name and Signature)			
Date:			