



# East Spring Primary School

## APPLICATION FOR LEAVING THE COUNTRY DURING SCHOOL TERM

### IMPORTANT NOTES FOR PARENT/GUARDIAN:

- Attendance under this application will be marked as either “**Absent with Valid Personal /Family Reason**” or “**Absent with Non-Valid Reason**” on a case-to-case basis.
- Absence from school can be very disruptive to a child's education and interrupts his/her progress in learning.
- The school strongly discourages absence from school without a valid reason. Example: travelling for leisure during school days are examples of absences that will be marked as “**Absence without Valid Reason**”.
- Absence from Weighted Assessments or Semestral Assessments without a valid reason will constitute a zero mark.

### 1 Student's Particulars

Name: \_\_\_\_\_ Class: \_\_\_\_\_

BC/FIN No.: \_\_\_\_\_ Gender: Male/Female Citizenship: Singaporean/PR/IS

### 2 Period & Reason(s) of Absence

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Absence Reason/s:

\_\_\_\_\_  
\_\_\_\_\_

Country/ies & City/ies of intended travel: \_\_\_\_\_

### 3 Parent's Acknowledgement

I will help my child/ward with the school-work during the time of absence and when he/she returns to school.

\_\_\_\_\_  
Name & Signature of Parent/Guardian

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

### 4 For Official Use

We have noted your application. Your child/ward's absence will be considered as

☐ Absent with Valid Personal /Family Reason ☐ Absent with Non-Valid Reason

Comments (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Principal/Vice-Principal

\_\_\_\_\_  
Date