LEAVE APPLICATION FORM FOR LEARNERS

This form is used by learners 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 learners, cumulative attendance is expected to be 90%, except for learners with significant genuine medical conditions or exceptional family circumstances.

Full Name of Learner(s):   Class: Pass Type (*please tick*):

1. _____   _____   ☐ Student Pass ☐ Dependent Pass ☐ Others

2. _____   _____   ☐ Student Pass ☐ Dependent Pass ☐ Others

3. _____   _____   ☐ Student Pass ☐ Dependent Pass ☐ Others

Type of Leave *(please tick)*

☐ Holiday   ☐ 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):			
1. ____ Present (P LR)	____ Late (L)	____ Absent (Au S) (unapproved)	____ Absent (A) (approved)
2. ____ Present (P LR)	____ Late (L)	____ Absent (Au S) (unapproved)	____ Absent (A) (approved)
3. ____ Present (P LR)	____ Late (L)	____ Absent (Au S) (unapproved)	____ Absent (A) (approved)
Decision by: ☐ APPROVED ☐ NOT APPROVED Principal/HOS: (Name and Signature)			