

Date : \_\_\_\_\_

**The Principal  
Kuo Chuan Presbyterian Primary School**

**INFORMING SCHOOL OF CHILD'S ABSENCE**

**DURING SCHOOL TERM**

I wish to inform the school that my child/ward will be absent from school **during school term** between \_\_\_\_\_ and \_\_\_\_\_ due to :

Reason :  Holidays  Visit relatives  Medical or other reason (please specify below):

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

<i>If travelling overseas, to which country? :</i>		
<i>Travelling Dates :</i>	<i>Leaving Singapore :</i>	<i>Returning to Singapore :</i>
<input type="checkbox"/> <i>I have made a Travel Declaration via Parents' Gateway.</i>		

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 outcome 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.**

His/her particulars are as follows:

Name : \_\_\_\_\_ Class : \_\_\_\_\_ BC No.: \_\_\_\_\_

Nationality :  Singapore Citizen  SPR Student  International Student

Parent's Name: \_\_\_\_\_ Relationship : \_\_\_\_\_

Email : \_\_\_\_\_ Mobile : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Form Teacher's signature / Date

\_\_\_\_\_  
Principal's signature / Date

\_\_\_\_\_  
Form Teacher's  
name : \_\_\_\_\_