

## APPLICATION FORM FOR LEAVE OF ABSENCE

*Please complete this form and return it to the school where the application is made.*

### (A) Particulars of child

|                                                      |                                    |
|------------------------------------------------------|------------------------------------|
| Name:                                                | Gender : Male / Female*            |
| Nationality: Singapore Citizen / Permanent Resident* | BC No/NRIC/Entry/Re-Entry Permit*: |
| Date of Birth: Day _____ Month _____ Year _____      |                                    |
| School currently attending in Singapore:             | Level & Stream:                    |
|                                                      | Year Attending:                    |
| Name of School Overseas (if available):              | Level:                             |

*\*Please delete accordingly*

### (B) Particulars of Parents

|                                 | Father | Mother |
|---------------------------------|--------|--------|
| Name:                           |        |        |
| NRIC No/Entry/Re-Entry Permit*: |        |        |
| Nationality:                    |        |        |
| Occupation:                     |        |        |

*\*Please delete accordingly*

### (C) Contact information

|                                                                                                                        |                  |
|------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Parent's Contact Details (Compulsory)</b>                                                                           |                  |
| Overseas Correspondence Address:                                                                                       |                  |
| Overseas Tel No:                                                                                                       | Overseas Fax No: |
| Email Address:                                                                                                         |                  |
| <b>Local Contact Details (To be completed <u>ONLY</u> if you wish to direct LOA correspondence to a local address)</b> |                  |
| Name of contact person in Singapore:                                                                                   |                  |
| Singapore Correspondence Address:                                                                                      |                  |
| Singapore Contact No:                                                                                                  |                  |
| Email Address of contact person:                                                                                       |                  |

**(D) Application for Leave of Absence from school**

Reason for the application *(Please attach supporting documents)*:

Overseas Posting / Business / Company related training\*

Estimated period of stay overseas is from \_\_\_\_\_ to \_\_\_\_\_  
(DDMMYY) (DDMMYY)

Application for this calendar year is for the period from \_\_\_\_\_ to \_\_\_\_\_  
(DDMMYY) (DDMMYY)

*\*Please delete accordingly*

**(E) Declaration By Parent**

1. I accept all the conditions and terms regarding the Leave of Absence Scheme (LOA).
2. I understand that I will need to re-apply for my child's Leave of Absence status by November each year for the following year, together with the LOA fees.
3. I understand that all LOA correspondence will be sent to my overseas correspondence address, unless otherwise stated and I should inform the school promptly of any changes to my contact information.

\_\_\_\_\_  
Name and Signature of Father/Mother\*

\_\_\_\_\_  
Date

**(F) For Official Use:**

This application is approved/not approved\* for the period (max 12mths in a calendar year):  
\_\_\_\_\_ (mth) to \_\_\_\_\_ (mth) \_\_\_\_\_ (yr)

The amount of fees to be paid for period of absence is \$ \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Principal  
Date

\_\_\_\_\_  
Name of school

*\*Please delete accordingly*

**Note:**

1. For LOA periods of less than a year, the annual LOA fee should be pro-rated accordingly.
2. Revised fee guidelines for the Leave of Absence (LOA) Scheme, **effective from 1 January 2013**, annual fee for primary schools will be at least \$39.00.