

## Student Leave Application Form

### SECTION 1 : STUDENT PARTICULARS

Name	:	
Class / Group	:	
Date of Absence	:	FROM _____ TO _____
Total No. of Days	:	

### SECTION 2 : REASON FOR ABSENCE

Reasons for Absence

#### NOTE:

- Please attach any supporting documents you have together with this form and submit to the School via hardcopy and/or email to [admin@heritageacademy.com.sg](mailto:admin@heritageacademy.com.sg)
- Student Leave Application Form to be dated upon the day of absence (sick leave without MC)
- For any other leave, date to be on the date of application of leave

Signature of Student or  
Student's Parent / Guardian

Date

### SECTION 3 : APPROVAL (FOR OFFICIAL USE ONLY)

Please tick the appropriate box.

- Absence Approved
- Absence Not Approved (If so, reason : \_\_\_\_\_).

Approved by

Name : \_\_\_\_\_ Designation : \_\_\_\_\_



**Date**

:

---

---

**Signature**

:

---

---