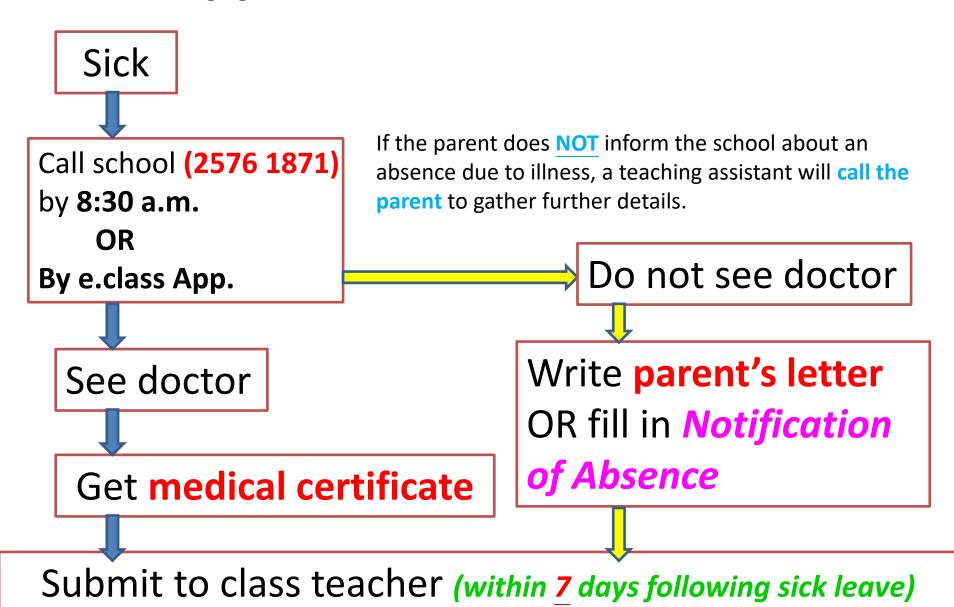


Application for Leave

Mr Kwok Wai-man
(Teacher i/c of Class Registers & Enrolment Returns)

Application for Sick Leave



Sir Ellis Kadoorie Secondary School (West Kowloon) Notification of Absence

(This form should be handed in within 7 school days on returning to school.)

Name	Class	_ ()
Date(s) of absence			
Reason			
CT's remarks <u>sick / others</u>	Parent's signature		
CT's Initial and signature	Parent's name		
Date	Date		
	For official use		
Supporting documents of the support of	m is available at t	ster i	updated
	ieneral Office.		

Application for Sick Leave

The student must submit the medical certificate, parent's letter, notification of absence or any supporting document to the class teacher within 7 school days upon returning to school.

Documents submitted after 7 school days will **NOT** be accepted, resulting in *an absence without valid reason*.

Absence *without* valid reason → Conduct Grade ↓

→ Promotion affected!

Advance Application for Leave

The student should submit a parent's letter AND supporting document (e.g. medical appointment letter) to the class teacher in advance.

If the student applies for leave of more than one day, they must submit a parent's letter AND supporting document (e.g. e-air ticket) to the Principal through the class teacher to seek prior approval.

However, it is strongly recommended that you travel during school holidays instead of during term time!

THANK YOU!!

