



# Application for Leave

Mr Kwok Wai-man

(Teacher i/c of Class Registers &  
Enrolment Returns)

# Application for Sick Leave

Sick

Call school **(2576 1871)**  
by **8:30 a.m.**

OR

By e.class App.

If the parent does **NOT** inform the school about an absence due to illness, a teaching assistant will **call the parent** to gather further details.

Do not see doctor

See doctor

Get **medical certificate**

Write **parent's letter**  
OR fill in **Notification of Absence**

Submit to class teacher **(within 7 days following 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 sick / others \_\_\_\_\_

Parent's signature \_\_\_\_\_

CT's Initial and signature \_\_\_\_\_

Parent's name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

For official use

☐ Supporting document submitted (if applicable) ☐ Not necessary ☐ Class register updated

**This form is available at the  
General Office.**

(Name and Date)

# 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!!

