



Application for leave

Mr SZETO Pak-hong

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

Application for leave (Sick Leave)

Sick

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

If the parent does **NOT** inform the school about the absence of child, teaching assistant will **call the parent individually** to ask the details.

Not see doctor

See doctor

Get **medical certificate**

Write **parent's letter**
/ fill in "**Notification of Absence**"

Submit to class teacher (***within 7 days after 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

You can get this form from

(name and date) _____

the General Office!!

Application for leave (Sick Leave)

The student should submit the **medical certificate / parent's letter / notification of absence / supporting documents** to the class teacher within 7 school days on returning to school.

After 7 school days, all the documents will **NOT** be accepted!! = *absence without valid reason*

Absence without valid reason → **Conduct Grade** ↓↓

→ **Affect the promotion!!!**

Application for leave (in advance)

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

If the student apply for more than one day leave, he/she should submit **parent's letter** AND **supporting document** (e.g. e-air ticket, etc.) to Principal through class teacher to seek his approval first.

*****However, you are strongly recommended to travel during long school holidays instead of school days!***

THANK YOU!!

