



WSS Student Mid-Term Emergency Leave Application

Format updated:
22/5/24

Student name	Class	ID:	Leave from (date):	Will return to school on (date):

Reason for leave:

Dear WSS Principal,

Due to an emergency, we request Term-time leave for our child/children as above, as a special case. **We understand that:**

- As per the Authority rule, Leave of more than 15 consecutive days, or a total of 30 days during any one academic year, may lead to my child failing to be promoted to the next year group.
- Leave during Term time is only approved in the following circumstances (with evidence):
 - Medical Leave of child (evidence – Medical Leave Certificate)**
 - Bereavement of a close family member (evidence – Death Certificate)**
 - Umrah /Haj (evidence - Visa or flight tickets)**
 - Authority appointment (passport, visa etc) (evidence - Appointment letter/card)**
- Missed Term exams (except with Leave Approval) would be given ‘0’ marks towards the Term Report, which would therefore be a Pass mark only. For missed exams during approved Leave, then a Continuous Assessment mark will be given on the Term Report. As per SPEA, attendance of T3 Promotional exams is compulsory.**
- School will process this Leave form subject to no pending school fees.**

Parent sign: _____

Date: _____

Parent contact: _____

Cashier/Accounts Officer sign:

(there are no pending fees for the leave period as above):

Date:

√	Principal comments:			
	Leave is Approved: <ul style="list-style-type: none"> Give continuous assessment mark for Report Grades Mid-Term Assessment may be rescheduled subject to Section SLT approval 	Leave is <u>not</u> Approved: <ul style="list-style-type: none"> Give ‘0’ marks for exams & pass grade (50%) for Report Grades Assessments not to be rescheduled This is for information only 	To be failed in T3 SPEA & Report data if continuous assessment grades are Fail	Inform Section SLT if absence continues beyond approved date, or if a FD
	Medical Leave Certificate attached	<ul style="list-style-type: none"> Not Medical Leave. No MC for student attached 	<i>Comments:</i>	
	Other valid evidence attached	<ul style="list-style-type: none"> No Evidence attached Evidence attached is inadequate. 		
Sign:				Date: