	WSS Student Mid-Term Emergency Leave Approval	*Updated 5/7/20*

Student name	Class	ID:	Reason for leave:	Leave from *(date):*	Will return to school on *(date):*

Dear WSS Principal,

Due to emergency, unavoidable reasons, we request Term-time leave for our child/children as a special case.

We understand that:
- Insufficient **attendance is a disciplinary issue.** Leave during Term time would only be approved for extreme emergencies (eg. **medical reason, death in the family,** family travel for urgent reasons, etc.). **A Medical Certificate/Acceptable Evidence** needs to be provided along with the Leave Approval form.
- **Missed Term exams** (except for approved/student's Medical Leave) **would be given '0' marks towards the Term Report**. Report grades would therefore be a maximum of a Pass mark only. If the child has approved/Medical Certificate for missed exams, then a Continuous Assessment mark will be given on the Term Report. **As per SPEA, attendance of T3 Promotional exams is compulsory.**
- **All pending school fees covering the period of leave must be cleared prior to this leave**.

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: o Continuous assessment mark for Report Grades o Missed work can be sent home o Assessment not to be rescheduled o Assessment may be rescheduled	**Leave is not approved:** o Student to be given '0' marks for exams & minimum pass grade (50%) for Report Grades o Assessments not to be rescheduled o Missed work <u>not</u> to be sent home o This is for information only	To be failed in SPEA Brown Book if ongoing Term grades are Fail	**Inform Section SLT if absence continues beyond approved date, or if a FD** √
	Approved Medical Leave. MC attached	Not Medical Leave. No MC attached	*Comments:*	
	Approved Evidence attached	o No Evidence attached o Evidence attached is inadequate.		
Sign:			Date:	