



WEST SPRING SECONDARY SCHOOL

"THIRST FOR KNOWLEDGE"

61 Senja Road, Singapore 677737 Tel: 6892 0369(O) Fax: 6892 9468

Website address: <https://westspringsec.moe.edu.sg>

Application for Leave during Term (ALT)

This Application for Leave during Term (ALT) form should be submitted for the following situations:

- Period of time away from school is one day or more, not within public or school holidays
- Parent(s) taking child on overseas trips
- Student taking personal enrichment and/ or competitions (local and overseas) which are non-school endorsed activities

This form should be completed by parent(s)/guardian(s) and returned to the school **at least one week before** leave commences.

We would like to remind parent(s)/ guardian(s) that curriculum time is important to your child's/ ward's all-round development. Thus, taking a student away on leave during term time disrupts his/ her learning and holistic progress. We ask that you consider potential impact on your child's /ward's total development and well-being before deciding to proceed.

Important things to note:

1. In the event your child/ ward misses a class test or semestral assessment during the period of leave, your child/ ward will receive a copy of the paper to be attempted as practice. However, the marks obtained will not be included as his/ her assessment grade.
2. In the event that your child/ ward misses a deadline for a performance task assessment, your child should inform the subject teacher/ peer group members to submit the assignment at an alternative date, preferably **before** the period of leave.
3. It is the responsibility of your child/ ward to find out the lesson content and collect all assignments from his/ her subject teachers after the period of leave and make conscientious effort to keep up with school academic and co-curricular activities.

(A) Student/Parent Particulars

Name of child:	
Class:	
Name of Parent / Guardian:	
Parent's contact number:	

(B) Application of Leave during Term

Reason for Application:			
Please declare country or destination:			
Period of leave away from term: (DDMMYYYY)		to	



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(C) Acknowledgement

I acknowledge that I have read and noted the advice given. I accept full responsibility to ensure that my application is accurate.

Name of Parent:	
Date:	
Signature:	

For school's use only

Checklist:	
<input type="checkbox"/>	Verification by form teacher through personal contact made via phone call or meeting with parent(s) on (1) period of leave (2) country (if applicable).
<input type="checkbox"/>	Advice to parent(s) by form teacher that leave during term time is discouraged but the school has to approve based on the parent(s)' request.
<input type="checkbox"/>	Advice to parent(s) that, although the application is approved, it should not be repeated, as leaving during term time means loss of learning for the child.
<input type="checkbox"/>	Collection of completed form for documentation by form teacher.
<input type="checkbox"/>	Information disseminated by form teacher to subject teachers of class.
Name of Form Teacher:	
Date:	
Remarks (if any):	

School Leaders' Endorsement