



**Guidelines on Student Absence and Lateness For Half-Day
Face-to-Face Class (Circular No. E024 2021-2022)**

Dear Parents/Guardians,

Please kindly note the following guidelines on students' absence and lateness:

1. Lessons start at 8:30 a.m. every school day. **Please ensure that your child is punctual and arrives school between 8:15 a.m. and 8:30 a.m. Students who arrive after 8:30 a.m. will be considered late.**
2. If students have to arrive school after 8:30 a.m. for **reasonable excuses** (such as doctor's appointment, getting personal identification documents, sports training, etc.), **parents must notify the class teacher at least 1 school day beforehand through telephone call or written message on the student's handbook.** In such cases, students will not be considered late or be penalized, and such late arrival will not be recorded on the report card. If parents **do not** notify the class teacher as instructed above, those who arrive school after 8:30 a.m. for whatever reasons will still be considered late.
3. Students who have to be excused for the whole school day due to sickness or other special reasons, **who notify the school beforehand or afterwards, will be recorded as "absent" due to sick leave or personal leave. Students who are absent without notifying the school will be considered skipping class (Truancy).** If students have to attend out-of-school training or assessment scheduled by the school, they will not be considered absent. As for school activities and outings, those who do not attend, and do not have reasonable excuses as mentioned above, will be considered absent from school.
4. Students who intend to take sick leave or personal leave should notify the school through the following means:

personal leave (1 to 2 days)	Parents or guardians should state the reason for and date(s) of leave on the handbook with signature, and hand in to class teachers.
personal leave (3 days or above)	Parents or guardians should state, in letter form, the reason for and date(s) of leave with signature, and submit to the principals for approval.
sick leave (1 to 2 days)	Parents or guardians should phone the school and contact class teachers.
sick leave (3 days or above)	Parents or guardians should phone the school and contact class teachers, and should submit medical certificate. Letter submission is not necessary.

5. According to procedures set by the EDB, the school must report cases of students with 7 consecutive days of absence regardless of the reason of absence.

Thank you for your attention. For any enquiries, please contact respective class teachers.



Yours faithfully,

Rev. Yeong Ling Wui
Principal

17th September 2021

(Circular no. E024/2021-2022: Please return this reply slip to the class teacher)

Reply Slip

I am the parent/guardian of _____ (name of student) from class _____. I have read and understood circular no. E027a/2020-2021 and will follow the above guidelines.

Parent's signature: _____

Parent's name (in block letters) _____

Date: _____

(Circular no. E024/2021-2022: Please return this reply slip to the class teacher)

Reply Slip

I am the parent/guardian of _____ (name of student) from class _____. I have read and understood circular no. E027a/2020-2021 and will follow the above guidelines.

Parent's signature: _____

Parent's name (in block letters) _____

Date: _____

(Circular no. E024/2021-2022: Please return this reply slip to the class teacher)

Reply Slip

I am the parent/guardian of _____ (name of student) from class _____. I have read and understood circular no. E027a/2020-2021 and will follow the above guidelines.

Parent's signature: _____

Parent's name (in block letters) _____

Date: _____