

Absence Request Form

Please note that students are expected to be present on all school days unless they are unwell. Regular attendance at school ensures that a student receives full benefit from his or her education and establishes a responsible attitude towards one's commitments.

Please avoid scheduling non-emergency medical or dental appointments during school hours and please do not take children on holiday during the school term. If absence for non-medical reasons on school days is unavoidable then please complete this form. The school does not set work for students taking leave of absence from school for non-medical reasons. It is the responsibility of the student to find out the work that has been missed and to make it up.

Student Name:

Part A: Application & Declaration by Parent/Guardian

I, _____ the parent/guardian of the above mentioned student, am seeking your approval to take my child away from the school for the period :
from _____ to _____

Reason

I understand the consequences of the above request and accept responsibility for them.

Parent/Guardian Signature:

Date:

Part B: School Approval (For office use only)

Student's attendance record:

This application is:

Approved

Not Approved

Comment:

Signature:

Date:

Designation:

Tenby Schools Setia Eco Park

Tenby World Sdn Bhd (325331 - H)
No. 1, Jalan Setia Tropika U13/18T,
Seksyen U13/ 40170 Shah Alam, Selangor

tenby.edu.my/setia-eco-park