

ISLAMIC PRIMARY SCHOOL

Re: Leave for 4 or More Days in a Month

E/IC/SC/19/58

Student's Name: _____ Date: _____
Class: _____

Dear Parents,

According to our records,
your child has already been **absent for 4 or more days in** _____.

Please be informed that it is essential for your child to attend school daily for better academic performance.

A doctor's certificate is required for every sick leave.

As instructed by the Education Bureau, students should not be absent without a proper reason. Extended leave e.g., visiting one's home country should be done on school holidays; leave for anything other than illness is not permitted. Therefore, **we strongly recommend parents should only plan trips during school holidays.** Family gatherings, applying for passports, HKID cards, or visiting relatives, should also be planned on Friday afternoon, Saturday morning or school holidays.

Proper eating and good living habits can help maintain your child's health and enable them to attend school everyday.

If you are not feeling well and you need an interpreter, hospital authorities and NGOs can provide on-site or telephone interpretation services. Kindly contact the HKSCH Lady Maclehoose Centre, 24235100 or the Pakistani Community Support Team, 35432786 for details.

If you have any further enquires or problems, contact your class teacher/discipline teacher during school hours.

Discipline and Guidance Team
Islamic Primary School

Reply Slip (absence for 4 or more days)

E/IC/SC/19/58

I have read and understood, the school notice regarding sick leave/extended leave/school absence.

Student's Name: _____ Class: _____ ()

Parent's Name: _____

Parent's Signature: _____ Date: _____

Reason for taking leave: _____