

九龍塘學校(小學部)

Kowloon Tong School (Primary Section)

2024/2025 年度小一入學申請(第二輪面試)

Primary One Admission Application (Second Round of the Interviews) 2024/2025

事假／病假申請表

Personal / Sick Leave Application Form

考生姓名： (中文) (英文)
Name of Applicant: _____ (Chinese) _____ (English)

考生編號：
Application No.: _____

面試日期及時間：
Date of Interview: _____ / 3 / 2024 (*Thur / Fri) Time of Interview: _____ *am / pm

請假原因：
Reasons for Leave: 病假 Sick Leave, 附醫生紙 Medical Cert. Attached
 事假, 原因 _____ 附證明文件
Personal Leave, Reason: _____, Supporting Documents attached

家長姓名 家長簽署
Name of Parent: _____ Parent's Signature: _____

聯絡電話
Contact No.: _____

*請刪除
*Please delete

- 注意事項：
1. 如申請事假，家長須於3月8日前申請；倘本校批准更改面試時間，最遲會於3月15日或之前致電通知考生家長；不獲覆電者，表示申請不獲批准；家長毋須來電查詢
 2. **病假最遲於應考當天內申請，並連同證明文件傳真(號碼：23371692)或電郵(info@ktsps.edu.hk)至本校辦理**；恕不接受以電話申請。如申請補考後3個工作天內仍未收到本校回覆，請致電本校查詢
 3. 本校會按情況考慮是否安排補考或更改時間，並保留最終決定權
 4. 逾期申請或資料不全，恕不辦理

- Remarks:
1. Personal leave application should be submitted before 8th March, 2024. If approved, parents will be notified of the change of time slot by phone on or before 15th March, 2024. Applicants will not be informed if their applications are unsuccessful.
 2. **Sick leave application should be submitted on the day of the interview. Please note that the Sick Leave Application Form together with supporting documents should be faxed (No. 23371692) or emailed (info@ktsps.edu.hk) to our school.** All leave applications by telephone will not be accepted. Parents should contact us if they have not been informed of the new interview date within 3 working days after submitting their sick leave applications.
 3. All leave applications will be considered on an individual basis. The school reserves the right to approve or reject any requests for sick/personal leave application.
 4. Any late applications or those with insufficient documents will not be considered.

此欄由校方填寫

Official Use:

批准，改期至

Approved, Interview day and time to be changed to: _____

不批准

Rejected

備註 Remarks: