



Absence of Parents from Hong Kong

If both parents plan to leave Hong Kong on a business trip or holiday during term time, they must inform the school and fill in this form and include information regarding guardianship, contacts and addresses. It is important for the school to know about parents' absences as it helps the school in understanding and working with your child.

Thank you.

John Brewster

Principal

NAME OF CHILD(REN)	CLASS(ES)
1)	
2)	
3)	
4)	

DATES OF ABSENCE	
FROM:	TO:

OFFICIAL GUARDIAN(S)			
NAME:	TELEPHONE NUMBERS		
	HOME:	OFFICE:	MOBILE:
1)			
2)			

PLEASE NOTE: A responsible person, other than an employee, should be authorised to make decisions concerning the child's welfare in case of illness or accident. **The acting guardian needs the child's passport or birth certificate for emergency treatment of the child.**

Name of parent: _____ Signed: _____

Parent's email address: _____ Date: _____

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF web site (<http://www.esf.edu.hk/>) by clicking on the "About ESF" tab.