

Leave of Absence Scheme

Overview

In support of Singapore's regionalisation efforts, the Ministry of Education has implemented a Leave of Absence Scheme (LOA) to facilitate children who accompany their parents on overseas posting to be readmitted into their schools upon their return.

Under this scheme, children granted LOA will continue to be registered as a student of the school. Upon their return, they can be readmitted to their schools directly.

Eligibility

The LOA is open to children who are Singapore Citizens or Permanent Residents accompanying their parents on overseas posting and is applicable if the child

- (a) is presently studying in a Singapore school and will be accompanying his parent on overseas posting and intends to rejoin his former school upon return;
- (b) has registered for Primary One but will not be returning from overseas to join the school at the start of the school year.

Period for LOA

Application for the LOA can be made for P1 to P6 for Primary School, Sec 1 to Sec 5 for Secondary School and JC1 to JC2/Pre-U3 for Junior Colleges/Millennia Institute.

LOA Services

With effect from 1st April 2007, schools will provide the following services to their LOA students to ensure that they remain engaged with their schools and to ease their subsequent return to the school:

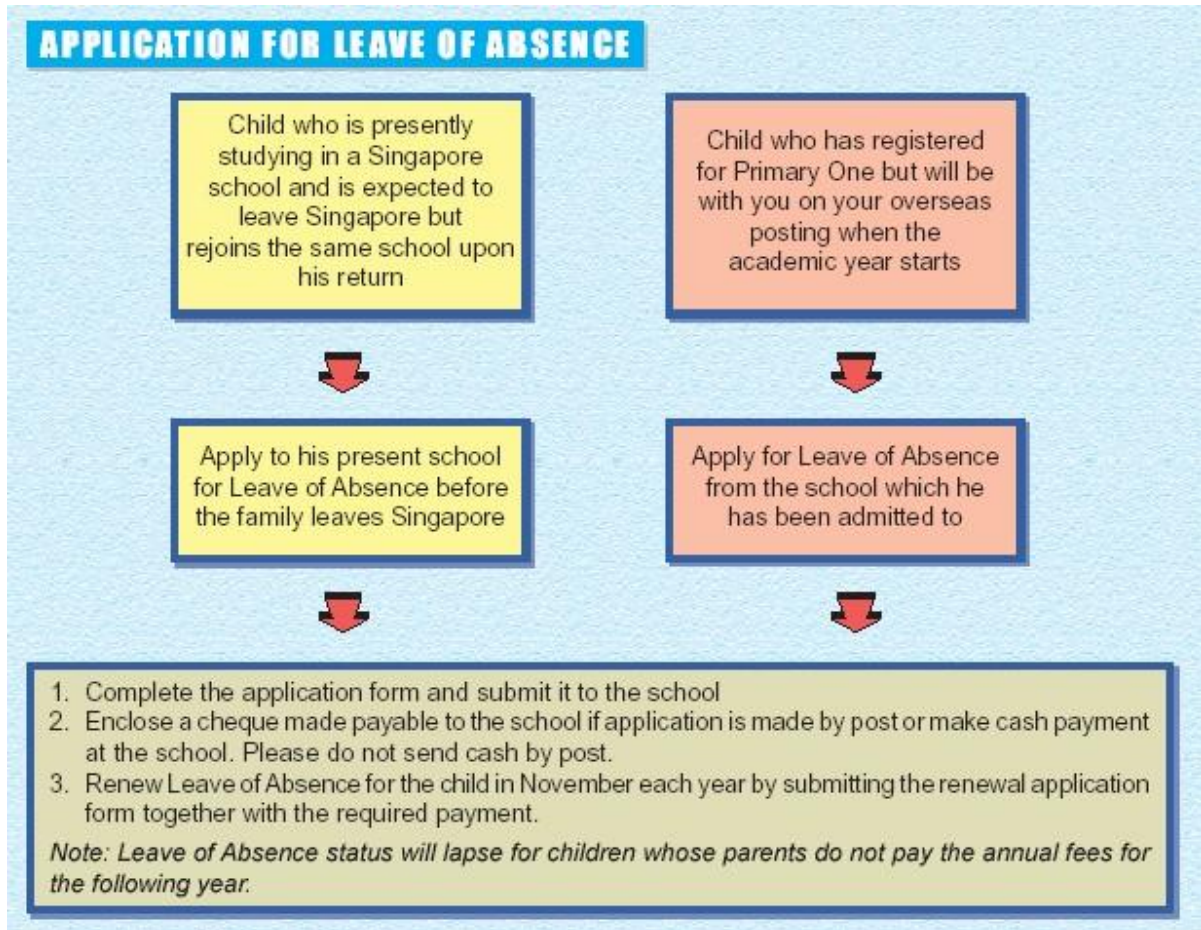
- a. **Administrative Matters** – Schools will inform LOA students of key notices that impact them, e.g. P1 sibling registration, DSA exercises, registration for key national examinations, LOA renewal and returning arrangements, etc.
- b. **Academic Matters** – Schools will send LOA students major test and examination papers and accompanying answers (where appropriate) on a regular basis.
- c. **Relationship Matters** – Schools will keep LOA students informed of developments in the school and the local education scene.

Fees

Schools may charge an annual nominal fee for a child on Leave of Absence. The quantum of the LOA fees* will be set by the school concerned. At the end of each year, parents will need to decide whether to renew the LOA for their child for another year. **Leave of Absence status will lapse for those who decide not to renew their LOA application.**

Application Procedure

Application for LOA should be made at the child's current school by completing the [Application Form for Leave of Absence](#). The completed application form should be submitted to the child's current school.



* As a guide, the annual fee for primary schools will be at least \$33, for secondary schools at least \$48 and for junior colleges at least \$66.

Primary One Registration and LOA

Singaporeans who are eligible for [Primary One Registration](#) while abroad are encouraged to register for Primary One during the registration exercise. A child who has applied during the Primary One Registration Exercise and has been allocated a school place during the exercise while overseas is eligible to apply for LOA from the school if the child cannot immediately join the school in the new school year.

School Placement

Singaporeans returning from overseas who do not have a school place reserved for them may still approach MOE to facilitate the school admission. Alternatively, they can also approach the schools directly to seek admission if they have some preferred schools in mind. For information on School Placement, please refer to our website at <http://www.moe.gov.sg/esp/eduinfo/schplacement.htm>.

Frequently Asked Questions

Q1 *What is the objective of the Leave of Absence Scheme (LOA)? Why is MOE introducing such a scheme?*

With an increasing number of Singaporeans going overseas to work, there is a need to reassure parents about their child's education upon their return. Under this scheme, children can apply for Leave of Absence from their school when they go overseas with their parents who are on overseas posting, so that they can continue to be registered as a student of the school. When they are overseas, schools can keep in touch with them. Upon their return, they can be readmitted to their schools straightaway.

Q2 *Is it compulsory for parents to apply for Leave of Absence for their child?*

No. However, it is advisable for parents to apply if their child intends to rejoin the same school upon returning to Singapore. Otherwise, the child's readmission will depend on the vacancy status of the school at the time of his return.

Q3 *How would parents know if their child is eligible for the LOA?*

A child is eligible for the Leave of Absence Scheme as long as he/she is a Singapore Citizen or Permanent Resident and is accompanying parents on overseas posting, business or work-related training.

Q4 *Is there any cut-off date for application?*

No. However, parents have to renew the Leave of Absence for their child in November each year.

Q5 *Can my child who has left a full school at the primary level continue to apply for Leave of Absence at the secondary level if he wishes to return to the same school for his secondary education?*

Leave of Absence can only be granted by the school principal when the child is already a student of the school. In the case of full schools, students who have left at the primary level must first gain admission to the secondary level of their schools before they can continue to apply for Leave of Absence.

PRIMARY ONE REGISTRATION

Q6 *How can a child who has left Singapore before starting Primary One be registered for school? Which address will he use for registration?*

Parents who are on overseas posting can register their child who is a Singapore Citizen or Singapore Permanent Resident during the Primary One Registration Exercise held in July/August each year, using one of the following ways:

(1) Fax, at least two days before the specified date of registration, the Primary One Registration Exercise application form to the Pupil Placement Section, Ministry of Education (Fax no. 65-67768616). Copies of the following documents should be attached:

- a. The child's Singapore Birth Certificate/Entry or Re-entry Permit
- b. The child's Singapore Citizenship Certificate for those who are not Singapore Citizens at the time of birth

- c. Singapore NRIC of both parents or Entry/Re-entry Permits of parents if they do not possess Singapore NRIC
- d. Immunisation certificates
- e. Written evidence of eligibility [only for Phase 2A(1), 2A(2) or 2B application. Information on the Primary One Registration Exercise is available on the MOE website at <http://www.moe.gov.sg>.
- f. Written evidence of overseas posting

(2) Authorise, in writing, a relative or a friend to register their child on their behalf during the Primary One Registration Exercise on the specified day. At the time of registration, photocopies of the documents stated above will be sufficient. The originals of these documents are to be presented for verification when the child reports to the school.

The Primary One Registration forms are obtainable from the Singapore embassies, consular offices and clubs overseas or the above MOE web page. The address to be used for the Primary One Registration will be the parent's address as shown in the NRIC.

Q7 Which phase of the Primary One Registration Exercise is the younger sibling of a child who is on Leave of Absence from a school eligible for?

The eligibility of the younger sibling for the Primary One Registration Exercise is not affected by the overseas status of the child.

Example 1 - If the child is still on Leave of Absence from the school, the younger sibling can be registered in the school under Phase 1 of the Primary One Registration Exercise.

Example 2 - If the child was previously on Leave of Absence and is now at the secondary level, the younger sibling can be registered in the school under Phase 2A(2) of the Primary One Registration Exercise.

FEES FOR LEAVE OF ABSENCE

Q8 Can parents pay fees for more than one year at a time?

Parents will need to pay on a yearly basis as the level of fees may vary from year to year. We would also like parents to renew their child's Leave of Absence status each year, so that schools know definitively whether parents still want their child to remain on the scheme.

Q9 What if the parents do not pay this fee?

If parents do not pay the fees, the Leave of Absence for the child will lapse and his readmission will depend on the vacancy status of the school at the time of his return.

Q10 *If I am going overseas only in the middle of the year, will I have to pay fee for the full year?*

The amount of the fee to be paid will be pro-rated accordingly.

Q11 *Can parents request for a refund of the LOA fees if their child return mid-year after they have paid for LOA fees for the whole year?*

Yes. Parents can request for the school to refund the LOA fees on a pro-rated basis.

ENTRY OR RE-ENTRY INTO SCHOOLS

Q12 *When my child is on Leave of Absence, will he be guaranteed a place in the school when he returns? Will he be able to rejoin the level or class that he will be in if he had not left Singapore?*

A school place will be available for the child when he returns provided the Leave of Absence is renewed every year. Based on his performance in the school's placement test, he will be placed in a level and class best suited to his needs.

Q13 *My child had not studied in a Singapore school before going overseas. How do I apply for admission of my child to school?*

Parents can apply for admission to the school directly or with the assistance of the Pupil Placement Section, Ministry of Education. For information on school placement, please refer to our website at <http://www.moe.gov.sg/esp/eduinfo/schplacement.htm>.

TRANSFER OF SCHOOL

Q14 *Can I transfer my child to another school when he is already on Leave of Absence from one school?*

Yes, you can do so by applying directly to the school of your choice the same way local students seek school transfers.

EDUCATIONAL ISSUES

Q15 *For students admitted to Primary Six when they return, will they be required to take the PSLE?*

Yes, they will be required to take the PSLE if they are found suitable to be admitted to Primary Six.