



ABSENCE FROM CCA¹

1 On medical grounds

- (a) Boy is to inform his squad leader (*via text message*) prior to the start of CCA.
- (b) In line with the school's policy parent's letter is not accepted. He is required to submit a copy of his medical certificate to Admin NCO at the next day of CCA.

2 With official/valid reasons

- (a) Boy is to apply for leave from CCA. (*Leave Form* can be obtained from BB den or Admin NCO.)
- (b) Upon successful application, Boy is to submit the **original** document to Admin NCO for filing.
- (c) Boy is to inform his squad leader.

3 Urgent leave (on the day of CCA)

- (a) Boy is to call **only** Teacher In-Charge (TIC) or Duty Officer (DO) on the day of CCA.
- (b) TIC or DO will inform Duty COS. Duty COS is to update company attendance register.
- (c) Boy will submit an *Urgent Leave Form* (signed by parent) to the TIC at the next parade.
- (d) The *Urgent Leave Form* needs to be endorsed by TIC and filed up in the company leave file.

4 Absence without leave (AWOL)

- (a) Duty COS or Admin NCO is to inform TIC or DO.
- (b) Boy will be dealt with accordingly.

1 st AWOL	Verbal warning; Parents will be informed.
2 nd AWOL	Warning letter issued; Parents' acknowledgement will be required.
3 rd AWOL	Boy will be demoted.

¹CCA refers to parade, competition, camps, official HQ or school events