



ATTENDANCE AND TRAINING POLICY

Appendix B

ABSENCE REQUEST FORM

Fencing Singapore will allow Leave of Absence (LOA), without affecting NTC attendance & Training records, for National Athletes during their major exams i.e. (a) 2mths before O/A Level, ICGSE/IB exams (b) 1mth before tertiary Poly/Uni. Exams.

- During LOA, Fencers are required to attend min. 1x weekly NTC Group Training. No club nor school training can be used to replace this requirement.
- Athlete is totally excused from all trainings for whole period of the exam itself however, athlete will need to show Exam Timetable in LOA application.
- For Medical Certificate (MC) to excuse fencers from normal day's training, it must be from doctors holding up-to-date registration with the Singapore Medical Council. FS reserves the right to seek clarification and to request for supporting documents from the Fencer in relation to the Fencer's application. Where there is reason for FS to doubt the medical certificate and/or supporting documents submitted by the Fencer, FS may also request that the Fencer seek a second opinion for his medical condition.

All Fencers should submit this completed form when absence from training is required to attend school/competition/training camps/non-FS events. Please submit to FS for approval at least 1 week in advance from date of absence. Please attach official notifications from school, exam calendars.

Name			
Reason for Absence/Event Attending			Compulsory
			Optional
Why is attendance at this event required?			
Date(s) of Absence			
Re-Scheduled Training (If Any)			
Requested By	Name	Signature	Date Submitted

To be filled by FS Office

Received By:		
Signature	Date	
		Remarks

*Please delete where necessary