



# Tolsta School

## Notification of Short-Term Withdrawal of Children from School

### Pupil Information

Name of Child/ren	Class	Date of Birth

### Dates of Withdrawal (Inclusive) and Reason for Absence

<b>From:</b>				<b>To:</b>				<b>Number of school days</b>	
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<b>Details of reason for withdrawal of children from school during term-time</b>

<b>Parent/Carer Signature:</b>		<b>Date:</b>	
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**FOR SCHOOL USE ONLY**

This absence will be recorded in SEEMiS as: **AUTHORISED**  **UNAUTHORISED**  **ABSENCE CODE**

For the duration of this absence, will schoolwork be provided? **YES**  **NO**

**Headteacher's Signature:**  **Date:**

### ✂️ ACKNOWLEDGEMENT OF INTENTION TO WITHDRAW YOUR CHILD/REN FROM SCHOOL FOR A FAMILY HOLIDAY

I acknowledge receipt of your notice to withdraw your child/ren from Tolsta School for a holiday as detailed below:

<b>Pupil Names:</b>										
<b>From:</b>				<b>To:</b>				<b>Absence categorised as:</b>	<b>Authorised</b>	<input type="checkbox"/>
									<b>Unauthorised</b>	<input type="checkbox"/>
<b>Headteacher's Signature:</b>							<b>Date:</b>			



# Tolsta Primary School & Sgoil Àraich Tholastaidh

Notification of Short-Term Withdrawal of Children from School

## GUIDANCE NOTES

- i) Tolsta Primary School aims to promote good attendance by all pupils throughout the year. Absence from school, whatever the cause, disrupts learning and will have a detrimental effect on a pupil's attainment. Whilst we strongly discourage the withdrawal of pupils during term-time, we do appreciate that there can be occasions where it is necessary to do so for short periods and pupil attendance at certain events provide opportunities for wider achievement beyond the school.
- ii) Tolsta Primary School monitors the attendance of all pupils on a monthly basis and further investigation takes place when a pupil's attendance falls below 90% or there are notable patters of absence or lateness. It is, therefore, important that all reasons for absence are notified to the school timeously.
- iii) This form is to be used when you are aware in advance of a need to withdraw your child(ren) from school, which it is your right to do for a short notified period. It does not constitute consent from the school for the withdrawal but provides us with a record of the notification to withdraw. The school's response is an acknowledgement of your notification to us of your intentions.
- iv) It is important that all parts of the form are completed and that it is submitted to the school office prior to the withdrawal taking place.
- v) Following submission of the form, the school will evaluate the information you've provided and make a decision about whether the absence will be categorised as authorised or unauthorised using the 'Attendance in Scottish Schools' guidance. This refers to how the absence is documented in the school attendance database and does not relate in any way to the school granting consent or not for the withdrawal.
- vi) All authorised and unauthorised absence categories deduct from a child's attendance percentage so, whatever the nature of the withdrawal, it will result in an absence being recorded.
- vii) The decision about the categorisation of the absence is the responsibility of the Head Teacher based on their interpretation of the available guidance.

## Authorised Absences

Reason for Absence	Code
Medical or dental appointments (Whole day or more)	MED
Matters relating to court, Children's Hearings or Case Reviews	ABS
Acts of Religious Observance	ABS
Family Bereavement	DCA
Weddings or funerals of close family	PHL
Arranged absence relating to traveller families	DCA
Participation in non-school sporting, musical, drama, debating or cultural activities	ABS
Lack of transport due to bad weather	ABS
Exceptional domestic circumstances	DCA
Family holidays agreed by the school in exceptional circumstances	PHL

## Unauthorised Absences

Reason for Absence	Code
Family holidays in almost all circumstances	UPH
Parent-condoned absence with-out satisfactory reason	UNA
During disputes resulting from a pupil exclusion	OUA
Domestic circumstances (not exceptional)	DCU
All other absences where a relevant explanation is not provided	OUA

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Acts of Religious Observance	ABS	During disputes resulting from a pupil exclusion	OUA
Family Bereavement	DCA	Domestic circumstances (not exceptional)	DCU
Weddings or funerals of close family	PHL	All other absences where a relevant explanation is not provided	OUA
Arranged absence relating to traveller families	DCA		
Participation in non-school sporting, musical, drama, debating or cultural activities	ABS		
Lack of transport due to bad weather	ABS		
Exceptional domestic circumstances	DCA		
Family holidays agreed by the school in exceptional circumstances	PHL		