



Education, Communities & Organisational Development

James McLeman Head Teacher

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<https://blogs.glowscotland.org.uk/my/alves/>

www.moray.gov.uk

PUPIL ABSENCE REQUEST: 2019/2020

[For office use only: Absence code:]

To: Mr McLeman

From: Parent/Guardian of:-

Pupil Name/s

I wish to request permission for my child/children to be absent from school on

Date:

Reason:

.....

.....

Signed: Date

Print Name:

(Parents please note that Teachers will not be in a position to provide extra work during a holiday absence period. Your child will be expected to try and make up the missed time upon their return to school.)

ALVES PRIMARY PUPIL ABSENCE AUTHORISATION

To

I am able to authorise the absence for

I am not able to authorise the absence for, as it does not fit the criteria set by the Scottish Government directive. Any absence from school will be coded unauthorised.

Signed

Head Teacher