**PUPIL ABSENCE REQUEST: 2023/2024**

 [*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: ............. ............................................................................................................................

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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