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**Head Teacher**  
Mr K McConnachie

**Brannock High School**  
Loanhead Road  
Newarthill  
Motherwell  
ML1 5AU

Dear Parent/Carer,

**Recording School Attendance/Absence**  
**Family Holidays Taken During The School Term**

As we enter into another school session I would like to provide you with some information concerning the recording of pupil absence, and in particular the circumstances surrounding 'family holidays' taken during term time.

In accordance with guidelines set out by the Scottish Government a set of codes are used to record the attendance and absence of pupils in schools across Scotland. These codes are used to determine data and information, which can be viewed within a School's Profile.

Codes cover a variety of circumstances such as: illness, school visits, medical appointments, work experience, truancy, etc. They are categorised under three types –

*In Attendance    Authorised    Unauthorised*

The most commonly used code covers self-certified illness which is deemed to be an 'authorised' absence. This circumstance, like many others, is notified to the school by a parental note or by a telephone alert. I am grateful for the ongoing efforts of our parents/carers in providing such information to us timeously.

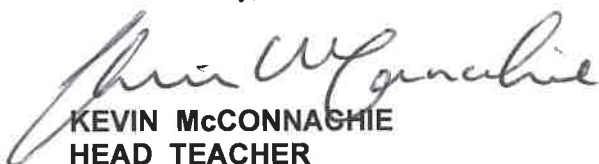
Other circumstances do occur when parents/carers give advance notice in writing of special events or activities, that indicate an absence from school. Often these fit the category of an 'authorised' absence. **It is the case however that parental holidays taken during term time are deemed to be 'unauthorised' and will be recorded as such.** Only in very exceptional circumstances, might the school declare a holiday as an 'authorised' absence, in recognition of the unique nature of the request.

In understanding the necessity for some holidays to be planned during term time, I would also like to take this opportunity of informing parents/carers of my ongoing intention to give careful consideration to all requests for absence from school.

We continually strive to improve pupil attendance across our school and make more effective our systems for monitoring and recording all aspects of attendance and absence.

Your ongoing support, undoubtedly assists our efforts, and is very much appreciated.

Yours sincerely,

  
**KEVIN McCONNACHIE**  
**HEAD TEACHER**

*Assistant Chief Executive , Education, Education and Families*  
Civic Centre, Windmill Street, Motherwell ML1 1AB



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