



Application for Leave of Absence

It is important that we have full information as to exact date, time and reason for absence. We would encourage you, as a parent, to ensure that your child is not absent from school any longer than is necessary.

Pupil (s) Name : _____

Classes(s): _____

Date(s) of absence: _____

Time of Departure: _____

Time of Return: _____

Reason for Absence _____

Signed _____ Parent/Guardian Date _____

Office use only:

<input type="checkbox"/> Other Authorised Absence (ABS)	<input type="checkbox"/> copied to school staff
<input type="checkbox"/> Authorised Parental Holiday (PHL)	<input type="checkbox"/> added to seemis/absence book
<input type="checkbox"/> Unauthorised Parental Holiday (UPH)	<input type="checkbox"/> form returned to parents
<input type="checkbox"/> Other Attendance Out of School (OAT) <i>(eg. Activities organised or approved by the school)</i>	
<input type="checkbox"/> Extended Leave with Parental Consent (EXL)	

Head Teacher: _____ Date: _____

Important Information

Every effort should be made to avoid taking family holidays during term time as this both disrupts the child's education and reduces learning time. All Scottish Schools must adhere to the Scottish Government Education Department Circular No 5/03 School Attendance and Absence in which is states:

"The majority of family holidays taken during term time should be categorised as unauthorised absence. However, it is acceptable under exceptional circumstances for schools to authorise a family holiday during term time. Such circumstances may include: A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events."

Class work will not be given to pupils who have unauthorised absences during term time.

Attendance - The Hard Facts

- *90% attendance averages ½ day missed every week*
- *In one school year 90% attendance equals 4 weeks not attending per year*
- *90% attendance over 5 years equals ½ a school year missed*