**BRAE HIGH SCHOOL**

**PUPIL 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.

**Pupils must speak to their teacher(s) in advance of absence and ask for work they will miss.**

**NAME OF PUPIL**

**REGISTER CLASS**

**DATE(S) OF PROPOSED ABSENCE FROM SCHOOL**

**TIME OF DEPARTURE FROM SCHOOL**

**DATE AND TIME OF RETURN**

**FULL DETAILS OF REASON FOR ABSENCE**

**SIGNED (PARENT/CARER)**

For Office Use Only:

|  |  |
| --- | --- |
| * **ABS**
 | Head Teacher’s Initials  |
| * **OAT** Other attendance out of school
 | Date  |
| * **PER** Medical
 | Entered on Seemis  |
| * **UPH** Parental Holiday
 |  |
| * **WRK** Work Experience
 |  |
| * **Other**
 |  |