



Shetland Islands Council

Education and Social Care Department, Schools Service

Dunrossness Primary School
Dunrossness
Shetland
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Website: www.dunrossness.shetland.sch.uk

Head Teacher: Mrs Gina Finch



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.

Name of Pupil(s)

Class(es)

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/Guardian)

For Office Use	<input type="checkbox"/>	A	Other Authorised Absence	Headteacher's Initials: <hr/>
	<input type="checkbox"/>	E	Authorised Parental Holiday	
	<input type="checkbox"/>	G	Unauthorised Parental Holiday	Date: <hr/>
	<input type="checkbox"/>	O	Other Attendance out of School	
	<input type="checkbox"/>	Z	Extended Leave with Parental Consent	

Please return this form to the school office