

Lunnasting Primary School

 Vidlin Shetland ZE2 9QB

Email: lunnasting@shetland.gov.uk

Website: <https://blogs.glowscotland.org.uk/sh/lunnastingprimaryschool/>

Acting Head Teacher: Mrs Louise Malcolmson

**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 to ensure that your child is not absent from school any longer than is necessary.

Pupil(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Departure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian) Date ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only:

 Other Authorised Absence (ABS) - includes immediate family weddings, bereavements,

 sporting and cultural events.

 Authorised Parental Holiday (PHL)- family holidays judged to be important to the well- being and cohesion of family.

 Holiday Unauthorised (UPH) - other family holidays