



**New Road
SCALLOWAY
Shetland ZE1 0TN
Head Teacher: Mrs Morag Fox**

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Application for Pupil 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

Class(es)

Date(s) of absence

Time of Departure

Time of Return

Reason for Absence

.....

.....

Signed (Parent/Carer)

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 it 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.

For Office Use

Office use only:	 Head Teacher Date
Other Authorised Absence		
Authorised Parental Holiday		
Unauthorised Parental Holiday		
Other Attendance out of School		
Extended Leave with Parental Consent		

Please return this form to the school office