



Application for Leave of Absence of Pupil(s)

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

Name(s) of Pupil(s) _____

Date(s) of Proposed Absence from School

Full Details of Reason for Absence

Signed (Parent/Guardian) Date

The Scottish Government is placing increased emphasis on recording pupil attendance and absence, and specifically accurate recording of absences by reason (ie. Not just marked as unauthorised). The Government has issued guidance on how absences should be categorised to ensure recording is consistent across all schools and Local Authorities.

PHL - authorised Parental Holiday - Family holidays authorised by school. Family Holidays judged to be important to the well-being and cohesion of family ie. Serious/terminal illness, bereavement, etc.

UPH - Holiday Unauthorised - Holiday Unauthorised by the school. Family holidays during term time whereby reason for holiday is cheap availability, availability of desired accommodation, desirable weather, overlap of holiday at end/start of term, parents unable to get their holidays in school holidays.

FLD - Out of School Activity - Activity such as sporting events organised by the school or class trips.

ABS - Authorised Absence - Other - this includes immediate family wedding, bereavements, religious observances, sporting and cultural events not arranged by the school, but approved by them.

For Office use only:

Authorised by:

Date:

Entered into Seemis ☐

Email/copy sent home ☐