

# Whiteness Primary School

## Application for Leave Of Absence by 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, to ensure that your child is not absent from school any longer than is necessary.

Mrs Rachel Colclough  
Head Teacher

Name of Pupil(s) \_\_\_\_\_

Date(s) of Proposed Absence from School

\_\_\_\_\_

Full Details of Reason for Absence \_\_\_\_\_

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

The Scottish Executive Education Department (SEED) are placing increased emphasis on recording pupil attendance and absence, and specifically accurate recording of absences by reason (i.e. not just marked as unauthorised). SEED has issued guidance on how absences should be categorised to ensure recording is consistent across all schools and all 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 i.e.  
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.

ABS - Include family weddings, bereavements, religious observances, attendance at court, attendance at child care review, lack of transport (including due to bad weather), family participation in Up Helly Aa.

OAT - eg, College Placement/Bridges/Additional Support Base, Participating in Cultural or Sporting Events (organised by school or an officially endorsed organisation), School Trips outwith Shetland. Individually agreed study periods for senior (usually S6) pupils at the beginning or end of the day, if within school protocols.

For Head Teacher use only:

Register Code  Signed.....

For Office Use only: On SEEMIS  Staff Informed

Parent pay marked