

# 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)

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Date(s) of Proposed Absence from School

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Full Details of Reason for Absence

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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

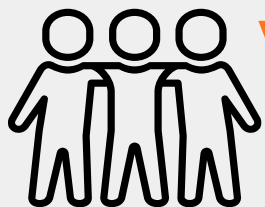
Parent pay marked

# Every Day Counts Policy

Attendance matters because at school we can:

- meet and make new friends,
- explore and experience new things with adults who know and care about us,
- learn about ourselves, and the world around us, in a place that is safe and supportive.

If your child is ill, or you have a special event- wedding, sporting competition- this is an authorised absence.



**What does 90% attendance look like?**

- ½ day absent every week
- 19 days absent per year
- 247 days absent over 13 academic years
- Over 1 year of education lost by S3



Attendance is everyone's' responsibility- this means:

## Learners

- come to school every day
- go to and stay in class
- join in learning activities

## Parents and Carers

- get your child to school
- keep in touch with the school about absences
- share any concerns you have

## Staff

- are welcoming, caring and supportive
- help to make school safe, interesting and enjoyable

Unauthorised absence means lost opportunity to see friends and to learn: **Parental holidays in term time is an unauthorised absence.**

Because we care we are concerned when learners miss any days of school but we get more concerned the more days missed.

At school everyday

Up to 9 days absence in a year

More than 9 absence in a year

No concerns

Concerned

Very concerned

After a late arrival or an absence, we will always:

- Contact a parent or carer to find out what's up. We do this because we care.
- Ask if we can help and if we can't we'll ask what would be helpful.
- If the absence is unavoidable, we will offer learning that can be done at home so that the learner doesn't fall behind or miss out.

Learners, parents and staff worked together to create this policy

We will review and update this policy every two years. The next review will be March 2028.

This policy supports, and is supported by, our other policies:

Whitiness Primary School- Better Relationships>Behaviour>Learning Policy

SIC- Promoting and Managing School Attendance Policy and Operational Guidance

Education Scotland- Included, Engaged and Involved Part 1- a positive approach to the promotion and management of attendance in Scottish Schools.

Academic session 2025/2025 (to March 2026) -overall attendance is 94.69% with 3.69% authorised and 1.63% unauthorised.