

SGOIL LIONACLEIT

INTENTION TO WITHDRAW CHILDREN FROM SCHOOL FOR REASON OTHER THAN FAMILY HOLIDAY

I wish to withdraw my child/ren (pupil/s name/s)
class/es from school on (dates) from to
for the following reason:
Signed (Parent): Date:

For School Use Only:

- a) This absence will be recorded in Phoenix as *Authorised / *Not Authorised 1
b) Work will / *will not be provided for the duration of the pupil's withdrawal.

(*Delete as appropriate)

Signed (Headteacher): Date:



To be returned to Parent:

ACKNOWLEDGEMENT OF INTENTION TO WITHDRAW YOUR CHILD/REN FROM SCHOOL FOR REASON OTHER THAN FAMILY HOLIDAY

I acknowledge receipt of your notice to withdraw your child/ren -

Pupil's name/s: Class/es:

on the following dates: (from) (to)

Headteacher's Signature: Date:

This absence will be categorised as *authorised/*unauthorised absence from school.
[*Delete as appropriate].

NOTES:

1Headteacher's decision on authorising pupil withdrawals from school are informed by guidelines from the Scottish Executive Education Department eg Circular No 5/03, 'Family Holidays During Term Time':

The majority of family holidays taken during term time should be categorised as unauthorised absence.

Exceptions to this include where a family holiday is deemed to be in the best interests of the family, ie after serious trauma or bereavement.

Otherwise, holidays during term-time will not be authorised if the reason is, eg: availability of cheap holidays, availability of desired accommodation, poor weather experienced during school holidays, holidays which overlap the beginning or end of term, parental difficulty obtaining leave, etc.

All pupil withdrawals from school that have not previously been notified to the Headteacher will be categorised as unauthorised absence.