

HOLIDAYS IN TERM TIME AND OTHER UNUSUAL ABSENCE

It is the view of the Scottish Executive, East Lothian Council and Campie Primary School that holidays in term time should be avoided whenever possible. Absences of any kind disrupt learning for the individual concerned and for other children. They also impact on whole school attainment. Holidays taken in August and September cause particular difficulties as teaching and learning routines are being established for the year at this time.

Parents who take their child out of school for holidays sometimes ask for work to be provided for their child to take with them. It is not Campie's policy to do this. We are happy to send reading books and we always endeavour to help children catch up in key areas when they return. However, parents must realise that a child cannot miss a period of school time without some cost to his or her learning.

Please note that, except in exceptional circumstances, holidays in term time are recorded on your child's attendance record as unauthorised absence.

It would be helpful if the form below could be used for any requests for children to be absent for:-

- Family holidays
- Family circumstances
- Any reason other than illness or medical/dental appointments.
(Please write a short note to the class teacher for these)

Please submit the form below to the Head Teacher at least one week before the requested absence. Where this is not possible please submit it as early as you can. A letter acknowledging your request will be returned to you.

✂ _____
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UNUSUAL ABSENCE FROM SCHOOL

Name of Child(ren):	1) _____	Class(es):	1) _____
	2) _____		2) _____
	3) _____		3) _____
	4) _____		4) _____

Reason for absence (including reason why a family holiday is being taken in term time. This is necessary information for registration coding): _____

First day and date of absence: _____ Day and date of return to school: _____

Total number of days requested this school year (including this request). Please count half days: _____

Signature of Parent/Guardian: _____

Absence noted for _____ days on this occasion.

Yours sincerely