



The Nicolson Institute

Notification of Short-Term Withdrawal of Children from School

GUIDANCE NOTES

1. The Nicolson Institute aims to promote good attendance by all pupils throughout the year. Absence from school, whatever the cause, disrupts learning and will have a detrimental effect on a pupil's attainment. Whilst we strongly discourage the withdrawal of pupils during term-time, we do appreciate that there can be occasions where it is necessary for short periods and pupil attendance at certain events provides opportunities for wider achievement beyond the school.
2. The Nicolson Institute monitors the attendance of all pupils on a weekly basis and further investigation takes place when a pupil's attendance falls below 85% or if there are notable patterns of absence or lateness. It is, therefore, important that all reasons for absence are notified to the school timeously.
3. This form is to be used when you are aware in advance of a need to withdraw your child(ren) from school, which it is your right to do for a short notified period. It provides us with a record of the notification to withdraw. The school's response is an acknowledgement of your notification to us of your intentions.
4. It is important that all parts of the form are completed and that it is submitted to the school office prior to the withdrawal taking place.
5. Following submission of the form, the school will evaluate the information you have provided and make a decision about the absence will be categorised as authorised or unauthorised using the 'Attendance in Scottish Schools' guidance. This refers to how the absence is documented in the school attendance database and does not relate in any way to the school granting consent or not for the withdrawal.
6. All authorised and unauthorised absence categories deduct from a child's attendance percentage so, whatever the nature of the withdrawal, it will result in an absence being recorded.
7. The categorisation of the absence is the responsibility of the Rector based on her interpretation of the available guidance.

Authorised Absences

Reason for Absence	Code
Medical or dental appointments (Whole day or more)	MED
Matters relating to court, Children's Hearings or Case Reviews	ABS
Acts of Religious Observance	ABS
Family Bereavement	DCA
Weddings or funerals of close family	PHL
Arranged absence relating to traveller families	DCA
Participation in non-school sporting, musical, drama, debating or cultural activities	ABS
Lack of transport due to bad weather	ABS
Exceptional domestic circumstances	DCA
Family holidays agreed by the school in exceptional circumstances	PHL

Unauthorised Absences

Reason for Absence	Code
Family holidays in almost all circumstances	UPH
Parent-condoned absence without satisfactory reason	UNA
During disputes resulting from a pupil exclusion	OUA
Domestic circumstances (not exceptional)	DCU
All other absences where a relevant explanation is not provided	OUA



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Please read the notes overleaf before completing and submitting this form

1. Pupil Information

Name of Child/ren	Class	Date of Birth

2. Dates of Withdrawal (Inclusive) and Duration

From:				To:				Number of School Days	
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3. Reason for Absence (please tick):

Family Holiday or Occasion Sport, Music or Cultural Event
Off-Island Medical Other

Additional Information to support the withdrawal of your child(ren) during term-time

Parent / Carer Signature:		Date:	
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4. FOR SCHOOL USE ONLY

This absence will be recorded in SEEMiS as:			
AUTHORISED <input type="checkbox"/>	UNAUTHORISED <input type="checkbox"/>	ABSENCE CODE	<input type="text"/>
For the duration of the absence, will school work be provided? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Rector's Signature:	<input type="text"/>	Date:	<input type="text"/>

x -----

I acknowledge receipt of your notice to withdraw your child(ren) from The Nicolson Institute detailed below:					
Pupil Names: <input type="text"/>					
From:		To:		Number of School Days	
For the duration of this absence, will schoolwork be provided? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Rector's Signature:	<input type="text"/>	Date:	<input type="text"/>		
This absence will be recorded in SEEMiS as:					
AUTHORISED <input type="checkbox"/>	UNAUTHORISED <input type="checkbox"/>	ABSENCE CODE	<input type="text"/>		

