



JAMES GILLESPIE'S HIGH SCHOOL

HEAD TEACHER/CEANNARD : Donald J Macdonald MBA, BSc, SQH

Lauderdale Street Edinburgh EH9 1DD

e-mail : admin@jamesgillespies.edin.sch.uk

web : www.jghs.edin.sch.uk

Telephone 0131 - 447 -1900 Fax 0131 - 466 - 7035

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Dear

Thank you for your correspondence requesting an extended absence for _____ during term time.

Based on guidelines produced by the Scottish Government and the City of Edinburgh Council, James Gillespie's High School can not normally authorise absence for this purpose since there is a legal responsibility on parents to ensure their children attend school. In extenuating and exceptional circumstances the Headteacher may authorise holidays taken during term time.

I regret to inform you therefore, that if your child is absent for this period then their attendance record will be marked with a 'U', which is the symbol for an unauthorised absence. I would also like to draw to your attention that when we complete references for pupils we are often asked to provide details of attendance at school. Unauthorised absences on a pupil's profile are likely to raise concerns.

Please note that it is the responsibility of parents/guardians to provide suitable work for pupils whose attendance is unauthorised.

Yours sincerely

PT Support for Pupils