



## Application for Leave of Absence from High Tunstall College of Science (2023-2024)

This form should be completed by the person with parental responsibility for the student before commitments have been made and returned to the Attendance Team in the College Reception.

**No Parent/Carer can demand leave of absence as of right and the College can approve absence in exceptional circumstances. This is in accordance with the Pupil Registration Regulations 2006 (Amendment 2013).**

The notification form will be completed and returned to you by the Attendance Team. If Leave of Absence is agreed this will be recorded as authorised absence, however this will be for exceptional circumstances only. All other requests will be recorded as unauthorised absence. Full attendance is necessary to maximise the opportunities for students to achieve their potential.

### Autumn Term Dates

5<sup>th</sup> September 2023 – 27<sup>th</sup> October 2023  
6<sup>th</sup> November 2023 – 19<sup>th</sup> December 2023

### Spring Term Dates

4<sup>th</sup> January 2024 – 16<sup>th</sup> February 2024  
26<sup>th</sup> February 2024 – 28<sup>th</sup> March 2024

### Summer Term Dates

15<sup>th</sup> April 2024 – 24<sup>th</sup> May 2024  
3<sup>rd</sup> June 2024 – 19<sup>th</sup> July 2024

### Professional Development (PD) Days

4<sup>th</sup> September 2023, 24<sup>th</sup> November 2023, 3<sup>rd</sup> January 2024, 22<sup>nd</sup> and 23<sup>rd</sup> July 2024

Name of Student..... Tutor Group.....

Address.....

Reason for Leave of Absence .....

.....

Dates requested: From..... to .....

Date of return to College..... Number of College days required.....

If the requested absence also involves a sibling at a Partner Primary School, please give details below:

Name: ..... School: .....

Signature of Parent/Carer..... Date.....

Print Name Mr/Mrs/Miss/Ms.....



# High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Mr Mark Tilling  
Headteacher  
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West Park  
Hartlepool  
TS26 OLQ

Tel: (01429) 261446

### Re: Application for Leave of Absence – Notification of Decision (Completed by the College)

To: .....

Student Name: .....

Tutor Group: .....

I acknowledge receipt of your request dated ..... for leave of absence for your son/daughter during term time.

Leave of absence will be recorded as unauthorised in line with Government legislation

Leave of absence is granted and absence will be recorded as authorised due to exceptional circumstances.

Attendance Record attached.

Please will you contact the Year Leader to arrange an appointment to discuss the application.

Signed:.....

Mr M Tilling - Headteacher

Date:.....