

**APPLICATION FOR STUDENT LEAVE OF  
ABSENCE FROM SCHOOL FOR  
PARENTAL HOLIDAY**

**HUMMERSKNOTT  
ACADEMY**

Edinburgh Drive, Darlington  
Co Durham, DL3 8AR

Tel: 01325 241191  
Fax: 01325 241122

email: enquiries@hummersknott.org.uk  
web: www.hummersknott.org.uk

Executive Principal: Mr J M Keating B Ed Hons NPQH



**Leave will only be authorised for students  
in Year 7, 8, or Year 9 in exceptional  
circumstances**

**IT IS ESSENTIAL THAT THIS FORM IS RETURNED TO  
YOUR CHILD'S COLLEGE MANAGER AT LEAST TWO WEEKS  
BEFORE THE REQUESTED PERIOD OF ABSENCE. HOWEVER,  
COMPLETION OF THIS FORM DOES NOT NECESSARILY  
MEAN THAT PERMISSION WILL BE GRANTED.**

Under Regulation 12 of the Education Regulations 2006, there is a **discretionary** power for leave to be granted for the purpose of an **annual family holiday or an annual holiday during term time**. Such permission is granted in accordance with arrangements made by the governing body of the Academy.

- The Principal **will not** grant **any** leave of absence during term time **unless he considers** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement, and no parent can demand leave of absence, to take a child on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Principal must be satisfied that the circumstances warrant the granting of leave.
- Where the Academy **does not agree** an **absence** or where parents/carers keeps a child away from **school** in excess of the period agreed, that time will be treated as **unauthorised absence**
- Applications for leave of absence **must be made in advance**. In a situation where a child is kept away without permission or parents fail to apply for permission in advance of the holiday and instead seek retrospective approval on their return, this will be treated as **unauthorised absence**. Such behaviour may call into question approval of any further applications made by that particular family.
- The Principal will determine how many school days a child may be absent from school if the leave is granted.
- Applications for leave of absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.

***Whilst it is expected that students catch up on any missed work, it is not the responsibility of the subject teacher to provide it in advance.***

The Principal will consider the following points before authorising leave:

1. Has the child a very good attendance record? (ie over 94%)
2. Year group:
  - a) Years 7, 8, and 9 leave will only be given in exceptional circumstances
  - b) Years 10 & 11 will usually be denied leave of absence
3. The nature of the trip (an exceptional experience)

<b>FULL NAME OF CHILD(REN):</b>	<b>FORM(S):</b>
<b>ADDRESS:</b>	
<b>REASON FOR APPLICATION AND DATES:</b>	
<b>TOTAL NO. OF DAYS ABSENT:</b>	
<b>SIGNATURE OF PARENT(S)/CARER(S):</b>	
<b>DATE:</b>	

<b>For Office Use Only</b>	
Seen by College Manager/Principal:	
Agreement Reached:	Parents Notified: Y/N
Other Outcome:	Date: