



# Westlands Primary School

*A member of Swale Academies Trust*



*Headteacher:* Mrs L Hopkins  
*Deputy Headteacher:* Mr B Broughton  
*Deputy Headteacher:* Miss V Chant

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## SWALE ACADEMIES TRUST

### Policy on Leave of Absence/Holidays in Term Time

Government regulations\* state that Headteachers may not grant **any** leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents should apply in writing to the Head of School, giving 3 weeks' notice. The Head of School will make a decision based on the conditions described above. Leave cannot be granted retrospectively and penalty notices will be requested for each parent/day to day carer for unauthorised absences.

A parent who is not happy with the Head of School's decision has the right of appeal to the Trust Principal. The decision of the Trust Principal is final.

\*Education (Pupil Registration) (England) Regulation 2013

Approved by Directors 4 December 2013/VO3