



# Westlands Primary School

*A member of Swale Academies Trust*



Head of School: Mrs V Pettett  
Deputy Headteacher: Mrs M Gibbs

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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