WESTLANDS SCHOOL

Headteacher:
Miss C Honess BA

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Sittingbourne
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Withdrawal from Learning Request Form

We strongly advise that you do not take your child out of school during term time. This could be very detrimental to their learning. 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/Carers should apply for the leave, using this Withdrawal from Learning Form, at least 3 weeks prior to the absence. The Headteacher will make a decision based on the conditions described above. Leave cannot be granted retrospectively and Penalty Notices will be requested for each parent/carer for unauthorised absences.

A parent/carer who is not happy with the Headteacher's decision has the right of appeal to the Director of Secondary. The decision of the Director of Secondary is final. *Education (Pupil Registration) (England) Regulations 2013.

In order for your absence request to be considered, the below document is required to be completed in full at least 4 weeks before the absence.

Date Submitted			**Year Group**	
Name of Pupil				
Date of absences	**From**		**To**	
Number of school days				
Reason for withdrawal				
Name of Parent/Carer				
Signature				
Address				
Email Address				
Mobile number				

Please attach any relevant documentation to support the absence request.

School use only

Attendance **%**	**Authorised/ Unauthorised**	**Penalty notice Yes / No**