

# Westlands School

Expect More

Headteacher: Mr S Cox MA  
Westlands Avenue Sittingbourne  
Kent ME10 1PF



Tel: 01795 477475  
Email: office@westlands.kent.sch.uk  
Website: www.westlands.kent.sch.uk

## Leave of Absence Form

**We strongly advise that you do not take your child out of school during term time for a holiday. 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 away from school if the leave is granted.

Parents should apply for the leave, using this Leave of Absence Form, at least 3 weeks prior to the absence. 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/guardian 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) Regulations 2013

**In order for your absence request to be considered, the below document is required to be completed in full.**

<b>Date Submitted</b>	
-----------------------	--

<b>Name for Pupil</b>	
<b>Community</b>	
<b>Year Group &amp; Tutor Group</b>	

<b>Dates Of Absence</b>	
<b>From:</b>	
<b>To:</b>	
<b>Number of school days</b>	



Please attached any relevant documents to support the absence request

Reason for absence	

<b>Name of Parent/Carer</b>	
<b>Sign/Print Name</b>	

Contact Details	
<b>Address</b>	
<b>Email Address</b>	
<b>Mobile Number</b>	
<b>Home Number</b>	

**Attendance Office Use**

<b>Current Attendance Percentage</b>	%
--------------------------------------	---

Please Tick

<b>Authorised</b>	
<b>Unauthorised</b>	