



Leave of Absence (including term-time holidays)

Parents/carers to request a 'leave of absence' form and return to the Family Liaison Co-ordinator either through reception or email

Robertogdenschoolattendance@nas.org.uk

The request must be made at least a week in advance.

Only exceptional circumstances warrant an authorised leave of absence.

We will notify parents of our decision by writing.

Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised.