



15<sup>th</sup> December 2023

Dear Parent/Carer

We are writing to inform you about our procedures regarding appointments and holidays during term time.

All appointments should, where possible, be arranged for a time outside of normal school hours.

Where appointments during the school day are unavoidable, Parent/Carer should provide advance notice to the Attendance Officer by way of a medical card or appointment letter. Such unavoidable appointments should not disrupt the normal school day. Pupils should not be absent for the entire school day/morning/afternoon where applicable.

Any appointments where evidence has not been provided, will result in your children having an unauthorised absence.

Roding Valley High School does not encourage or support any holidays during term time but will consider a leave of absence on compassionate grounds or exceptional circumstances upon request. The Attendance Officer works with the school Headteacher in overseeing any such requests from Parent/Carer.

**All** leave of absence requests must be done in writing and handed in to student reception, this form can be collected from either the main or student reception.

If the leave of absence involves any travel arrangement, these **must not** be booked until permission is granted.

The Attendance Officer will pass the request to the Headteacher along with their recent attendance certificate and any other relevant information.

A letter of approval (or a letter stating the request is not approved) will then be sent to the Parent/Carer, clearly stipulating that approval is only given in these exceptional circumstances and that no further requests will be considered. The Parent/Carer is also informed that if any leave is taken beyond the dates agreed, a Fixed Penalty Notice could be issued.

We want to work collaboratively with Parent/Carer to ensure the best outcomes for our children and are appreciative of your support on this matter.

If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.



Aspiration  
Respect  
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Roding Valley  
HIGH SCHOOL

Yours faithfully

Ms A Parsley  
Attendance Officer

Mr D Charlton  
Headteacher

