



The Cedar School

www.cedarschool.co.uk

20th October 2020

Dear Parents and Carers

IMPORTANT LETTER FROM HEADTEACHER: Attendance and Absence in Term Time Policy

Over the last few weeks, we have prepared a new **Attendance and Absence in Term Time Policy** which was approved by our Full Governing Body last week.

This policy will come into effect from 1st November 2020 (i.e. immediately after the half-term holiday).

With this letter you will find further attachments:

- 1) **Attendance and Absence in Term Time Policy** (this is our full policy)
- 2) **Attendance and Absence in Term Time – One Page Summary ‘In A Nutshell’** (this summarises the key points of the policy)
- 3) **Request for Exceptional Absence Form** (this is the form on which any requests for exceptional absence must be made from now onwards. The details are explained in the policy.)

All three of these documents, as well as this letter, are also available on the school website under **‘Parents and Carers - Attendance and Absence in Term Time’**.

There is a fourth document attached and on the website. This is a youtube clip in which I explain the policy. I appreciate that this can sometimes be easier than having to read a policy.

Please can I encourage you to take time to look at this information because it becomes school policy from 1st November and there are some changes from current practice. Thank you very much.

The policy aims to bring clarity to our systems as **it is so important that children attend school**. Thank you very much for your support with this.

...while writing about attendance, I want to say a **HUGE THANK YOU AND CONGRATULATIONS** to everybody who has attended school throughout this half-term. **We are all so proud of your children and young people who have made this such a successful half-term in school**. We appreciate how challenging these times are for everybody but you and your children have been amazingly resilient and we thank you all very much. **Well done, everybody!**

If you have any questions about our new policy, or would like clarification about any matters, please just let me know!

With my very best wishes,

Neil Revell

Headteacher

The Cedar School is committed to safeguarding and promoting the welfare of our children and young people. It expects all staff, volunteers and visitors to the school to share and embrace this commitment.

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