



One Page Summary ('In A Nutshell'):
Pupil Attendance and Requests For Absence In Term Time Policy
Please refer to the full policy for complete details.

It is a legal requirement that children attend school every day in term time. Parents/carers are legally responsible for sending their child to school.

There are, legally, only two reasons why children can be absent in term time:

- 1) If they are unwell
- 2) If there are '**exceptional circumstances**'

These are Cedar's rules about these two reasons for absence:

- 1) If a child is unwell, the parent/carer must telephone the school office by 9.15am on each day that the child is not able to attend school. Provided that the reason for absence is significant and that there are no current concerns about the child's attendance, such an absence will usually be recorded as authorised.
- 2) The law states that headteachers are only allowed to grant leave of absence from school in **exceptional circumstances**. 'Exceptional circumstances' should be rare. In considering whether or not to authorise a request for exceptional leave of absence in term time, the headteacher will look at each individual case and **will only grant authorisation if the circumstances are truly exceptional**.

Any request for exceptional absence in term time should, ideally, be made at least three weeks prior to the requested leave of absence. Clearly, though, this will not be possible in an emergency situation.

Requests for absence must be submitted using Cedar School's 'Request For Exceptional Absence' form. A copy of the form follows this one-page summary. On the form there are details about how it must be returned to the headteacher. Telephone, or other, requests, will not be authorised unless there is an emergency situation. If a parent/carer takes their child out of school without authorisation, this might be reviewed by the Education Welfare Officer and could, as part of a wider review of a child's attendance, lead to the issuing of a penalty notice or prosecution in the Magistrates' Court.

COVID-19

At this time of COVID-19, all government guidelines must be followed. Absence due to the need to self-isolate or quarantine is authorised. If your child is officially instructed to self-isolate through the national 'Test and Trace' service, he/she must self-isolate. **None of this requires a 'Request For Exceptional Absence' form to be completed. It is illegal to attend school if a child, or anyone in the child's household, has one of the COVID-19 symptoms and has not received a negative COVID-19 test result. The school's COVID-19 Flow Chart, available on the COVID-19 section of the school website, must be followed at all times.**

Important Information About Arrivals In The Morning

- All children must be at school by 9.00am which is when the school doors open. This is when lessons begin.
- If a child arrives after 9.10am, he/she will be recorded as 'late'.
- If a child arrives after 9.30am, this will be an unauthorised absence unless the child's parents/carers can provide the school with an acceptable reason, or unless the absence has been previously agreed as 'exceptional circumstances'.