



The Cedar School

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Communication – Empowerment – Discovery – Aspiration – Resilience

22nd September 2022

Dear Parents and Carers

Attendance and Absence

As this new school year gets fully underway, I thought that it would be helpful for me to clarify our procedures about children's absence in term time and to share our updated request form for Exceptional Absence in term time.

First and foremost, though, I want to thank you and your children for making every effort to attend school and for keeping us informed about any issues linked with attendance. This is massively appreciated. Despite the challenges of Covid-19 over the last two years, the attendance rates of your children have been the highest for a long time at Cedar. **THANK YOU, EVERYBODY!**

So, what are our Attendance and Absence protocols (*forgive the formal language!*)?

- 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 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 during term time **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.

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.

Headteacher - Neil Revell
Deputy Headteacher - Cesia Moran

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Requests for absence must be submitted using Cedar School's 'Request For Exceptional Absence' form. On the form there are details about how it must be returned to us. Paper copies of the form can be issued by the school office and the form can also be downloaded electronically from the school website. These forms are all reviewed by the school's Education Welfare Officer who analyses attendance at Cedar on a termly basis.

We fully appreciate that children will need important medical appointments at times. We do, though, please ask that these requests are also filled out on Cedar's 'Request For Exceptional Absence' form well in advance of the appointment whenever possible. We have amended the form so that you can add the timing of your child's appointment. This will enable us to clearly see if your child's appointment is 'all day' or for part of the day with them returning to school/being collected from school during that day. Thank you.

Full details, all paperwork and our policy can be found on our school website under 'Policies/Information – Attendance and Absence in Term Time' The web link is [Attendance and Absence in Term Time - The Cedar School](#).

We hugely appreciate and value your partnership with us over attendance. Please ask Cesia, the school office or me directly if you have any questions and/or if specific circumstances arise because we can always help. We fully understand that everybody has times when attendance is a challenge and we want to support you throughout.

Many thanks,



Neil Revell
Headteacher