



Arden Forest Infant School

www.ardenforest.warwickshire.sch.uk

December 2024 Newsletter No 4



Head's News



Dear Parents and Carers,

We have welcomed and delighted in having parents, grandparents, siblings in school for our Christmas Nativity and Carol singing. This week The Year One Christmas Disco last week was also thoroughly enjoyed by all. The children were certainly dressed to impress!

We also would like to say thank you to all the families and children who spent time coming up with their amazing Christmas Pegs, our tree looked beautiful!

It has been a very busy term and the children and staff are all looking forward to spending time with loved ones. We hope that everyone is recovered from the bugs and viruses that have gone through the school and actually have an enjoyable Christmas break.

From all of the staff at Arden Forest, we wish you a safe and calm Christmas and look forward to seeing you all in the New Year.

Warm regards

Mrs R Gunn

Headteacher



SCHOOL START AND FINISH TIMES.



Gates open	8.25am
Classroom doors	8.30am
School day starts	8.35am
Registration ends	8.45am
Break time Year 1	10.25 - 10.40am
Year 2	10.45 - 11.00am
Dinner time	12 - 12.45pm
Afternoon start	12.45pm
End of day	3.05pm

Thank you to all that supported
The Royal British Legion

£205.43



ECO-COUNCIL

The Eco-Council in school are working really hard to make Arden Forest more eco-friendly. We are sending a handy guide of things that you could do at home to be more eco-friendly this Christmas. Please see attached flyers.



Some of our children's Christmas Pegs



THANKYOU!

A huge thank you to Helen Smith, a local resident, who has donated some presents for 6 children in School. Mrs Wagstaff has chosen 2 children from each year group to receive one this year!

100% Attendance!

Well done to the 36 families who have 100% attendance since September 2024. The children have been awarded a special certificate during assembly this week and are very proud! We would like to congratulate those families and look forward to seeing how many of you successfully maintain this until July!



Infant to Junior School

Your child is due to start junior school 2025. However, according to the Warwickshire County Council School Admissions some of the Year Two parents have not placed an application for their child to transfer to Junior school.

To make sure that your child is offered a place at one of your preferred schools, please submit an application before the deadline of 15th January 2025

For the application form, and lots of other information about applying for a school place, please visit www.warwickshire.gov.uk/primaryplace

If you need help please contact - admissions@warwickshire.gov.uk
or by phone 01926 414143.

Useful Diary Dates

23rd-December –7th January 2025—School Closed- Christmas Holiday



Monday 6th January—School Closed—Teacher Training Day

Tuesday 7th January— Children Return to School—Gates open 8.25am

Tuesday 21st January—SEN Coffee Morning –Information to follow

Class Emails

You can communicate with the class teacher via email. Please use the following emails if you wish to ask a question or notify the class teacher of something. Teachers will get back to you within three working days. Therefore if it is urgent, please contact the office via email or telephone.

Please include your child's full name in the email as sometimes it is difficult to identify the pupil if parents have different surnames to their child.



RA – Mrs Amos	RAclass@welearn365.com
RB – Mrs Winfield	RBclass@welearn365.com
1A – Miss McGee	1Aclass@welearn365.com
1B – Miss Ashby	1Bclass@welearn365.com
2A – Miss Wallace	2Aclass@welearn365.com
& Miss Sargent	2Aclass@welearn365.com
2B – Miss Gailey	2Bclass@welearn365.com
Office -	admin2630@welearn365.com



LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

If the leave is granted, Head teachers are able to determine the number of school days a child can be absent for.

It is for the Head teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. [When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.](#)

The school can only consider Leave of Absence requests which are made by the 'resident' parent [ie the parent with whom the child normally resides.](#)

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).

Each application for a leave of absence will be considered on a case-by-case basis and on its own merits.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice. All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council.

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Warwickshire School pupils recorded 96,366 half day sessions of absence due to holiday in the Academic year 2021/22.

Notice for parents

To comply with the Pupil Registration Regulations amended 2016 and Data Protection expectations, it is vitally important that **Arden Forest Infant School** keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

Pupil's full legal name (and if appropriate, their preferred name).

The name, address and contact details of every person known to the school/academy who is a parent* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).

The name, address and contact details of any additional parent*.

Any other emergency contact details.

In order to gather this information, every year we send out data collection forms. Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

Arden Forest Infant School requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

N.B. *The Education Act 1996 defines a 'parent' as a). any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural

Attendance

Good attendance can positively impact on your child's progress and development and vice versa for poor attendance.

National statistics from the DfE show that across the academic year 2022/23, 22.3% of pupils missed 10% or more of their possible sessions and were therefore identified as 'persistently absent'. For a child to be identified as 'Persistently absent' means that they will have missed 10 days in a full academic year. Attendance is also a part of our **Safeguarding duty; therefore, any absence can result in a home visit.** Please also be mindful not to encourage your child to lie about the reason they have been absent, as this is known to cause great anxiety in children. The children will almost always be honest and tell us if they have been on holiday, as they are too excited to share their experiences with the staff!

There is greater emphasis on attendance for all schools since September 2024 as new rules from the DfE and government have been introduced, including school having a statutory duty to report school attendance.