



Arden Forest Infant School

www.ardenforest.warwickshire.sch.uk

December 25 Newsletter : No 3



Head's News

Dear Parents and Carers,

Lots of work has been taking place this term to gather the views of parents and pupils to improve upon different aspects of school life. One area has been communication. Year Two parents and pupils have been using Class Dojo on a trial basis. This has certainly made communication easier but has also helped us raise the profile of positive behaviour. We look forward to getting feedback on this in the coming weeks to inform our decisions moving forwards about the best ways parents can know what is happening in school and the classroom as well as ease of communication between parents and teachers.

We have also been closely monitoring attendance and have been working on ways in which we can share pupil's attendance data in meaningful ways to parents. Our attendance in past years has always been very good and is typically 95%. However this year our whole school data is already only at 93%, making it lower than other comparable schools. This data can be explained by a number of viruses, including chicken pox which has been prevalent. But have also seen an increase in the number of holidays and long weekends in the first half term which has contributed towards lower percentages. We know that most families work hard to avoid their child missing school, nevertheless it goes without saying that every day lost at school, does impact on your child's learning and progress.

Warm regards

Mrs R Gunn

Headteacher

SCHOOL START AND FINISH TIMES.



8.25am—Gates Open

8.30am— Classroom doors open

8.35am—School starts—all classes

3.05pm— School finishes—all classes

CHILDREN IN NEED

Thank you for your support we raised: **£120.60**



Breast Cancer UK

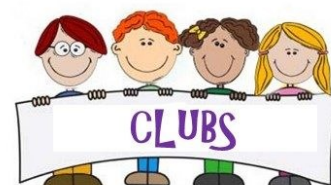
Thank you to everyone who donated £5 for the Santa Visit on behalf of Breast Cancer UK.

We have raised a whopping **£675**

AFTERSCHOOL CLUB

If your child attends an afterschool club and you need to get in touch with the school re pick up etc, please call the school mobile number **07821869161** between 3.45-5.00pm.

If you need to call before 3.45pm call the normal number **02476315913**.





HAF Winter 2025-26

Activities begin on **20th December**

Listings open to book from 24th November!

Eligibility:

- In Reception - Year 11
- Receiving benefits-related free school meals

All eligible children and young people can book up to **4** activities over the Christmas holidays.

www.warwickshire.gov.uk/HAF

Logos: CHILD FRIENDLY, BEST START IN LIFE, HAF, Department for Education

Apply Now for a Reception or Junior School place SEPTEMBER 2026

Warwickshire parents and carers with children due to start school for the first time, or who will move to a junior school in September 2026 are being reminded to apply now for their school place. Applications opened on 1 November, and families have until the **deadline of 15 January 2026** to submit their application. This applies to children born between 1 September 2021 and 31 August 2022 who will be starting in Reception, as well as children currently in Year 2 at an infant school who will be transferring to a junior school. Parents and carers are reminded that transfers to junior school do not happen automatically, even between schools with the same name, so a separate application is still required.

Applications can be made via www.warwickshire.gov.uk/primaryplace

Eye Sight Testing

Your child should have their eyes tested before starting School. If your child has not had an eye test, these are free on the NHS. Appointments can be made at any Eye clinic free of charge and will identify if your child has any eye sight problems.



Did you know that...

Your child should have their eyes tested before they start school?

Opticians recommend getting your child's eyes tested before they start in full-time education at the age of 5 to identify any eyesight problems early.



LEST WE FORGET
REMEMBRANCE DAY
11 NOVEMBER



The Children took part in a Remembrance service on Tuesday 11th November. Here are some pictures of our Service Children and the schools council.



Useful Diary Dates

Tuesday 9th December—**Reception**—Flu Vaccination

Wednesday 10th December—**Yr1 & Yr2**—Flu Vaccination

Wednesday 10th December—**Reception**—Trip— Warwick Art Centre

Monday 15th December—**Yr 2**—Carols around the Christmas Tree 5.00pm

Wednesday 17th December—**Reception**—Christmas Concert/Play—2.00pm

Wednesday 17th December—**Yr1**—Disco 4.30-5.30pm

Friday 19th December—Christmas Jumper Day—Last day of school.

22nd December —4th January 26—**School closed—Christmas holiday**

Monday 5th January 26—**School Closed**—Teacher Training Day

Tuesday 6th January 26—Children return to school.



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 – Miss Whitelaw - RAclass@welearn365.com

RB – Mrs Winfield - RBclass@welearn365.com

1A – Mrs Robinson/Mrs Basra - 1Aclass@welearn365.com

1B – Mrs Amos - 1Bclass@welearn365.com

Office - admin2630@welearn365.com



Year Two can be contacted via Class Dojo App

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

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 parent, has care of a child or young person.

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!