



Arden Forest Infant School

www.ardenforest.warwickshire.sch.uk

September 25 Newsletter : No 1

Head's News

Dear Parents and Carers,

Welcome back to a new term and a new school year. We have had a good start and it has been wonderful to see and hear how everyone is pleased to be back in school.

We warmly welcome our new Reception pupils and their families, who have had transition sessions to help them prepare and make new friends.

There are lots of events to look forward to this term, so please keep an eye out for our communications which will provide more information. Newsletters will be monthly and are sent on Mondays, all other communications are usually sent on Fridays.

The theme of our assemblies this term is 'Respect', we have been teaching about respect and asking the children to show thought and consideration for others—pupils and adults alike, equipment and resources, the school building and the wider environment. A simple explanation is that respect means showing that you care about others feelings, space and things.

Please help us by talking to your child about respect, being polite and courteous with our words, interactions and behaviours.

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

COMMUNITY BREAKFAST



We are holding a "Community Breakfast" on Tuesday 30th September, we will be serving a selection of healthy breakfasts in the dining hall from 8.00am – 8.30am.

We would like to invite Parents, younger & older siblings to join our Community Breakfast on this day. Please go to Edulink for more information.

NUT FREE SCHOOL

Please do not send your child in with **Nuttella spread** sandwiches as it contains nuts. We have a few children who have a severe nut allergy's and cannot be around any nuts.

Also can we ask that grapes to be cut in half as they can cause choking.



Attendance & Leave of Absence

We have had a high number of families request/taking Holidays this academic year. Please remember that we are a referring School and any unauthorised leave of absence will be forwarded to Warwickshire Attendance Service, where they may issue a Fixed Penalty Notice.

Leave of absence forms must be collected from the School office and returned to the School Office for consideration.

Schools can not authorise term-time holidays unless deemed an exceptional circumstance.

If your child has a medical appointment, please bring in the appointment letter and/or text message to the Office, so this can then be correctly coded on the registers.

Our updated Attendance Policy is being ratified by the governors on Thursday 25th, and will be sent out to Parents shortly after. Please see the School website for the current Attendance Policy up until this point.

MacMillan Coffee Sale - 26th September at 3-05pm



Friday 26th September we are holding a Cake Sale in aid of Macmillan.

This will take place on Friday afternoon 3.05pm in the Reception playground as you leave the school. Please bring cash/change to buy your cakes and something to carry your cakes home

If you would like to donate a homemade cake/cakes please bring them to the school office by Thursday 25th September by the end of the school day.

Please see letter on Edulink for more information.

INDIVIDUAL PHOTO'S

Tuesday 7th October we have Wates Photography group to take your child's individual photo.

If your child has PE on this day (year 1) please send your child in wearing their Green Jumper/Cardigan and a polo shirt and their PE trousers/



Useful Diary Dates



Wednesday 17th September—Welcome meeting Yr 1 & 2 5.30pm
Monday 22nd September—Afterschool Clubs start for New Reception
Friday 26th September—MacMillan Cake Sale 3.05pm
Tuesday 30th September—Community Breakfast 8am – **Information to follow**
Thursday 2nd October—SEN Coffee Morning—**Information to follow**
Friday 3rd October—Harvest Assembly for children only
Tuesday 7th October—Individual Photographs
Monday 13th October—Parent Interviews—Reception RB 1pm-4pm
Tuesday 14th October—Parent Interviews—Reception RA 1pm—4pm
Wednesday 15th October—Parent Interviews—All Classes 4pm-7pm
Thursday 16th October - Parent Interviews—All Classes 3.20pm– 5.40pm
Thursday 23rd October—"SPOOKTACULAR" 4.30pm—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.

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.

Please do not use EDULINK to send the school an email as it is not in use—use the office email address below

RA – Ms Whitelaw	RAclass@welearn365.com
RB – Mrs Winfield	RBclass@welearn365.com
1A – Mrs Robinson	1Aclass@welearn365.com
1A – Mrs Basra	1Aclass@welearn365.com
1B – Mrs Amos	1Bclass@welearn365.com
2A – Miss Wallace	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 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!