



Welcome to Old Clee

Reception Class



Welcome to Old Clee Primary Academy

Reception Year 2024/2025

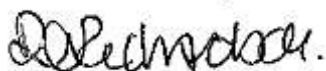
I am delighted that your child will soon be joining our school. Starting school is one of the most significant turning points in a young person's life, and the staff at Old Clee recognise how privileged they are in working with children at this exciting time. Our principal aim is that each pupil should enjoy the experience and look forward to it. This will best be achieved if home and school work in partnership together. We recognise that for some of you, starting school represents the first major separation between you and your child, and each member of staff in the team will endeavour to support you both through this time. If you have any particular concerns, please do not hesitate to contact us. For those parents already with children joining us from Nursery, starting full time school will still be a big change in yours and your child's lives.

Research tells us that the first few years of a person's life are actually the most significant in terms of the amount that they learn. This means that as parents you have already taught your children an immense amount of important life skills before they start full time school, and we are looking forward to building upon these firm foundations that you have put into place. For those children transferring from Nursery, we will continue to build on the foundations we, or other Nursery providers, have worked with you to secure. Remember that learning is lifelong. The Reception Year at school represents laying the foundations to your child's more formal education, but it is important to understand that it is only part of their lifelong learning journey. Our job as parents and educators is to hold our children by the hand as they take their first steps towards their exciting futures.

We hope that this brief guide will be really useful to you over the first few weeks at school. Remember however, that the staff are always ready to help. All you need to do is ask!

Welcome to the Old Clee family.

Yours sincerely



Miss D Richardson
Head Teacher

School Mission Statement and Aims

'Inspired to Believe, Learning to Succeed'

- Provide innovative, inspirational and challenging opportunities which encourage children to become lifelong learners, and to be the best they can be.
- Develop confidence, independence and a 'can-do' attitude within a safe environment so that children are ambitious for themselves and for others.
- Develop caring, considerate, well rounded individuals, who are polite, well behaved, respectful and resilient.

Reception Teaching Staff



Mrs Jones (Team Leader)



Mrs Hall



Mrs Baumber



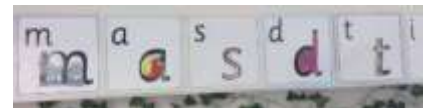
Mrs Boswell

Reception School Day

Doors open at 8.30am
(children will be late after 8.45 am)

Morning sessions:

- 8.45am Phonics (Read Write Inc)
- Talk for Writing
- Curriculum learned through continuous provision indoor/outdoor



11.30am - Lunch time

Afternoon sessions:

- Maths time
- Curriculum continuous provision learned through indoor/outdoor
- Story time



3.15pm Home time



Academy organisation

The following pages contain details of procedures and protocols regarding:

- 1. School times**
- 2. Teachers2Parents**
- 3. Absence from school**
- 4. Medicine, inhalers and allergies**
- 5. School meals**
- 6. Breakfast Club / After School Childcare Club**
- 7. Holidays**
- 8. Uniform**
- 9. Book bags**
- 10. PE kit**
- 11. Home school partnership**
- 12. Keeping Children Safe**
- 13. Parking outside school**
- 14. General information**
- 15. The Reception year**

Appendix A - Request for Leave of Absence during Term Time

Appendix B - Reception baseline assessment

1. School times

- School begins at 8.45am. Each class has their own entrance leading from the Key Stage 1 playground. The doors are opened at 8.30am. Please make sure the children do not arrive before 8.30am as we are unable to take responsibility for their safety before this time.
- For reasons of security the playground gates will be locked at 8.50am. The attendance register is closed at this time and if you arrive later than this it will be necessary to bring your child into school via the main entrance off Colin Avenue, thus ensuring that the registers are amended to record your child's attendance. Arriving after the playground gates have been locked will result in your child being recorded as late. This may affect their attendance percentage.
- The morning session ends at 11:30am for Reception. The children have an hour for lunch and outside play (in the Key Stage 1 playground – Reception only)
- The afternoon session begins at 12.30pm and school finishes at 3.15pm.
- At the end of the day we ask that children are collected by an **adult** known to ourselves/on the contact list. We have a password system in place so any person collecting your child **MUST** know the password and be a named contact with the Academy. It is important that your child's class teacher is made aware of any changes to the usual adult arrangements. If we do not recognise the collecting adult and they do not know the password, we will keep hold of your child until a phone call can be made to confirm a change in pick up arrangements.



2. Parentpay and Teachers2Parents

- Old Cleve Primary Academy uses the **Parentpay** and **Teachers2Parents** systems as methods of keeping you informed.
- The majority of correspondence to you will be done through **Parentpay** including letters, events and the school's newsletter.
- Text messages will be sent to you using **Teachers2Parents** and parents can reply to this number if required.
- In addition, if the school is closed due to reasons beyond our control (heavy snow etc) you will receive a text message on the morning of the closure.
- All payments **MUST** be made through **Parentpay** as we are a cashless school.

- **Please remember to keep us up to date with any changes to mobile numbers and e- mail addresses.**

3. Absence from school

- It is important that your child attends school every day to develop their skills this year and give them the best start to their education. We encourage all our children to be an attendance **HERO** (Here Every Day, Ready On Time).



- **If your child is unwell please inform school as early as possible, every morning they are absent, stating their name, class and the nature of their illness.** This is for safeguarding reasons so we know that your child has not been sent to school and not arrived.
- **The office is open from 8.00am.** If you do not contact us an automated truancy call will be sent. No response to this call will result in an 'unauthorised absence' being recorded or a visit from an Education Welfare Officer – so it is always better to let us know your child is not attending, to avoid this happening.
- Where possible, please make sure any appointments you make for your child are after school. If this is not possible, and your child has an appointment (dentist, doctor etc) which involves time away from school, in order for it to be authorised you must bring the appointment card into the school office so that a copy can be taken for your child's records.
- If you do have to make appointments during school time please try to make a late morning or late afternoon appointment so you can bring your child in for registration first. Phonics is usually taught early in the morning and/or early in the afternoon so it is imperative your child doesn't miss this.

- If your child falls ill whilst at school we will use the provided contact information to notify you. It is vital that this information is kept up to date so please ensure that school is informed of any changes to contact details immediately.

4. Medicine, inhalers and allergies

- No child should bring medicines or tablets or creams to our Academy.
- Medication should be brought in to the Academy's main office/reception by the child's parent/carer. The medication will be checked and parent/carer's will need to fill in a 'Medicine Consent' form which gives us the permission to administer it.
- **Only medication that is prescribed to be taken 4 times daily will be administered in our Academy.**
- If your child has been prescribed a course of antibiotics but is well enough to return to school before it has been completed they are welcome to come back to school. It is often possible to adjust the timings of the doses to fit around the school day.
- If your child requires regular use of or access to an inhaler, a 'Health Care Plan' will need to be completed to enable supervised access to be given. If your child is asthmatic please complete the relevant form, from the Academy's front office/reception, and provide an inhaler to be kept in school with your child's name and class clearly written on it.
- We recognise that pupils with long term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. In these cases parents are asked to provide the Academy with up to date information about their child's medical needs in order that an accurate 'Health Care Plan' can be developed and implemented.
- Please ensure that staff are made fully aware of **any** allergies so that contact with any irritants can be avoided.
- If you have any queries or concerns about medication please arrange an appointment to discuss the matter with Miss Hazlewood.
- We have an Intimate Care Policy in place within our school. Intimate Care is defined in our school policy as, ***"Care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure to the genitals"***.

This includes when staff have to assist children with toileting needs and the changing of pull-ups/clothing. If you would like to view the policy please see our school website, under the 'key information' tab.

Any child that wears pull-ups or nappies **MUST** have a signed intimate care plan in place. In this instance, parents must notify school as soon as possible so the relevant paperwork can be completed prior to intimate care being given.

- **If you do not wish for staff to assist your child with intimate care please send an email to contact@oldcleepa.co.uk to opt out. If you choose to opt out, in these circumstances, a phone call home will be made for someone to come to school and collect your child to take them home to change them.**

5. School meals

- At present the 'Universal Free School Meals for Infants' (UFSM) programme, means that all pupils in Reception, Year 1 and Year 2, will be eligible to receive a free hot school meal or a free packed lunch option. This is provided by Chartwells Catering and must be pre-ordered online. Details of how to order meals will be provided to you. Menus include main meals, vegetarian meals and jacket potato selections together with rolls and wraps for the sandwich options.
- UFSM is completely different to receiving free school meals because of circumstance.
- **If you wish for your child to have a school meal, orders must be made through your ParentPay account. Please be aware that orders must be made 2 weeks in advance, and if you miss the cut-off your child must be provided with a pack-lunch from home.**
- You may provide your child with a healthy packed lunch to be eaten in the dining room with the rest of their year group. Please ensure that your child's lunch box is clearly labelled with their name and class to avoid any loss or confusion. Please also be aware that we cannot provide refrigeration for lunch boxes and so this may inform what you place inside them.
- As part of every school's work towards helping reduce childhood obesity and in promoting healthy choices, infant children are provided with a piece of fruit. Children are encouraged to take advantage of this healthy snack. In addition, **confectionary is not allowed** to be eaten by children during the school day, including lunch time – so please do not send it in your child's lunch box.
- We recommend that all children bring a water bottle in to school daily. This must contain **fresh water only**. For hygiene reasons, they must be taken home, washed and refilled daily. They must be clearly labelled. Children can refill them during the school day too. Anything other than water will not be allowed to be consumed by your child during the school day unless you can provide written medical evidence from your GP explaining why this cannot be so. On receiving this you will then need to fill in a Medical Health Care plan. **See section 4.**
- If your child has a packed lunch a second drink should be included. However, no fizzy drinks are allowed to be brought into school. Children having school lunches will be provided with water.
- **We operate a strict no nuts policy due to having children with severe allergies. Please ensure children do not bring nuts or any nut based products to school including chocolate spread.**
- **Grapes must be cut in half length ways to prevent choking.**
- Please provide food packaging that children can open themselves.



6. Breakfast Club / After School Childcare Club

- Breakfast club is held in our KS1 dining room, and is open to all pupils from Reception through to Year 6 from **8am** until the start of school.
- After school childcare club is held in our KS1 dining room, and is open to all pupils from nursery age. It runs from **3.15pm to 4.15pm daily**.
- Pupils have access to quiet games and activities.
- There is a daily charge for breakfast club and after school childcare club. Bookings can be made and paid for on **Teachers2Parents**. Prices available on request.



7. Holidays

- Due to government regulations the Academy is not able to authorise holidays in term time. For any leave of absence to be authorised, parents must satisfy the Academy that the reasons behind the absence are 'exceptional'. Parents should state their reason in writing regarding their particular circumstances to the Head Teacher. A response to the request will be returned to the parents in writing. Parents taking children out of school for unauthorised reasons are liable to receive a Fixed Penalty Notice from the Education Welfare Service.
- Please see **Appendix A** for what constitutes 'exceptional'.

8. School uniform

- The wearing of school uniform is compulsory at all times. The wearing of a school uniform enables all children to be equal and prevents any distinction or discrimination being made. The school and Governors feel strongly that all children at Old Clee are able to thrive in a safe and secure environment, one which nurtures self-esteem and self-worth. To that end, our uniform policy allows children to be at ease amongst their peers and prevents fashion/sportswear competition or hierarchy associated with certain items of clothing, jewellery, accessories and hair styles.
- Uniforms are obtainable from Uniform Direct, Greenswear and The Uniform Hut.



Our Uniform Policy is a separate document given in your pack and must be read in conjunction with this booklet.

- When buying shoes/trainers, please consider the problems young children have in tying shoelaces. Velcro fastenings can increase their early independence in changing their footwear.

Labels

- **Please label all your children's clothes and shoes.** It is very difficult to distinguish between identical unnamed sweatshirts etc in the event of loss – which can be a common occurrence in such a large school with such young children. Onus is placed on parents to do this.

Jewellery

- **In Reception, because children are active for the whole day, jewellery of any kind is **not permitted** for reasons of safety.** If your child has pierced ears, then please remove your child's earrings for the start of each school day. We will not be able to remove the earrings or accept children wearing earrings into school.



Water bottles

- Please send your child to school with a named **drinks bottle** with fresh water each day – this will be for the sole use of your child to keep them hydrated throughout the day.



Weather

- During the summer months it is advisable to add a sun hat to your child's uniform. A liberal application of sun lotion in the morning is also advisable. Children will also be allowed to bring in labelled sun cream which they will be able to apply themselves. Please note staff will not be able to help with this.
- **Sunglasses are not permitted.**
- During rainy weather, please keep your child's umbrellas with you as they are not allowed in the class.
- An appropriate hairstyle is expected to be worn by all pupils. One which is neat, tidy and not out of the ordinary. Hair bands/ribbons worn in hair should be appropriate. NO - dyed, two tone hair colours, mohicans, highly gelled or shaved patterns are permitted. Wherever possible, longer styles should be tied back for health and safety reasons.

9. Book bags

- In order to encourage the children to value their books we recommend that they have an appropriately sized A4 book bag to carry them to and from school.
- This bag is for your child's home school book, school reading book/record and homework only.
- Please do not put drinks bottles in the book bag to prevent water damage.
- Please note damaged reading books will be charged for.
- Some children in Reception will have lockers rather than coat hooks so bags must fit in them. Please ask if you are unsure of which bags to purchase.

10. Book bags

- Reception children will need indoor/outdoor PE kit.
 - Plain white t-shirt – **No logo** heavy/fashion or football tops
 - Plain navy/black shorts and/or plain navy/black jogging bottoms and jacket – **No logo** heavy/fashion or striped shorts
 - Trainers – any colour/design (no plimssoles). Please provide trainers with velco fastenings if possible.
 - Please ensure that **all PE kit and trainers are labelled** with your child's name.
 - You will be informed when your child's PE day is – on this day please send your child to school wearing their PE kit. They will wear their kit for the full day.



11. Home/school partnership

We firmly believe that you are your child's first educators and that the best outcomes for the children are achieved when we work in partnership with you.

- In order to establish a positive working relationship with you we will endeavour to keep you fully informed about what is happening at school. This communication will take the form of:
 - Home school contact books
 - Reception Newsletter
 - School Newsletter

Website

Reception have their own page on the school website which is updated regularly. For up to date information, including pictures and videos of the children learning, make sure you visit the class pages on the academy website.

Find us at www.oldcleepprimaryacademy.co.uk then click the 'Children' tab, followed by 'Year Group' and Reception.

Tapestry

Tapestry is an online journal to help record the learning of children's early years education. Reception teachers will send **WOW** moments from your child's learning journey on Tapestry throughout the year. You can also send in WOW moments of your child at home too.

Homework

Reading books

- Children will take home their reading book every day. Please read at home with your child at least 3 times a week to develop their reading skills and comprehension.
- We have invested in Read Write Inc Book Bag Books for children to read at home. Each book matches the sounds being taught in school during Read Write Inc. Each time a child starts a new Read Write Inc book in school they will bring home the corresponding Book Bag Book.
- **Please ensure children bring their reading book to school each day.**

Homework task

- A homework task linked to your child's learning will be sent home in their Homework books each Friday. Please return these to school by the following Thursday for us to share in class.



12. Keeping Children Safe

Old Clee Primary Academy is committed to creating a happy and safe environment for our children to learn.

We will always listen to parents/carers you and work closely with you if we are concerned about your child but, sometimes, we may not be able to discuss our concerns. The school has a safeguarding policy which tells you more about this and when we must speak to other services. You will find this on our school website: <https://www.oldcleeprimaryacademy.co.uk/>. Please also see the Keeping Children Safe in Education – information for parents/carers leaflet

As part of keeping your child safe, we operate a password system for home time collection. This process requires you to provide two other emergency contacts, plus a password. A sheet for completion will be in your reception pack. You must inform the school of any changes to agreed arrangements.

13. Parking

- **Please note that the school's car park is for members of staff and visitors to the school only.** The main gate remains locked each day and entry by car into school is only permitted for disabled adults or children. Please enquire at the school office if you feel you may qualify and need to use this service.
- We should remind you that it is an offence to park on the yellow zig-zag lines between the hours of 8.00am and 9.00am / 3.00pm and 4.00pm. Old Clee Primary Academy operate with North East Lincolnshire Council Enforcement cameras and should you park on the zig-zag lines between the above times, you will be issued a fine. Remember, this is for the safety of **your child**.

14. General information

In the interest of safety and loss the following things are **not permitted** to be sent to school:

- Sweets of any kind, including cough sweets or chewing gum
- Toys
- Money
- Jewellery
- Mobile phones
- No wristbands, Apple watches or fitness watches are allowed
- Umbrellas
- Sunglasses



15. The Reception Year

1. Induction
2. The Curriculum
3. Baseline Assessment
4. Early Years Foundation Stage Profile
5. School / home partnership
6. Glossary of terms



1. Induction

Prior to starting school in September there are opportunities for you to come into school, meet the teachers and look around the Reception unit. You will be also be invited to a meet the teacher day with your child where you can ask any questions and explore the learning environment.

During the first few weeks of school your child will be encouraged and supported to become familiar with the new environment and the routines and expectations of school life. This important period is carefully planned and structured to smooth the transition from the previous setting into Reception.

2. The Curriculum

The Reception Year forms the final year of the Early Years Foundation Stage (EYFS) and as such builds on previous learning which has taken place at home, with a child minder and /or at Pre-school or Nursery. The four overarching principles of the EYFS as stated in the Statutory Framework are that:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured;
- children learn to be strong and independent through **positive relationships**;
- children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and or carers; and
- **children develop and learn in different ways and at different rates.**

The framework covers the education and care of all children in the early years' provision, including children with special educational needs and disabilities.

The learning and development requirements cover:

- The Early Learning Goals – the knowledge, skills and understandings which young children should have acquired by the end of the academic year in which they reach the age of five;
- The educational programmes – the areas of learning and development which must shape activities and experiences;
- The assessment arrangements – the arrangements for assessing young children to ascertain their achievements;
- The safeguarding and welfare requirements set out the steps that providers must take to keep children safe and promote their welfare.

There are seven areas covered by the early learning goals and educational programmes:

PRIME AREAS – crucial for igniting children’s curiosity and enthusiasm for learning, building their capacity to learn, form relationships and thrive.

- Communication and Language
- Physical development
- Personal, Social and Emotional development

SPECIFIC AREAS – through which the three prime areas are strengthened and applied.

- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

Experiences are planned which help children to learn and to make progress across all of these areas of development: all areas of learning and development are important and inter-connected. Planned, purposeful play with a balance of adult-led and child-initiated activities enables children to progress towards meeting the Early Learning Goals within each area of development. In addition, the children benefit from a curriculum which takes account of the knowledge, skills and understandings prescribed by the National Curriculum for the next phase of their education, namely Key Stage 1.

Throughout the Reception Year you will be provided with information and materials which will help you to support your child’s learning at home. We regard this as an important part of our partnership with you and it is intended to enable us to work together for the benefit of your child.

3. Assessment

Reception Baseline Assessment

Your child will be participating in the reception baseline assessment (RBA) within the first 6 weeks of starting Reception. The purpose of the assessment is to provide the starting point for a new measure that will help parents understand how well schools support their pupils to progress between reception and year 6. **Please Appendix B for more details.**

During the first few weeks in school your child will be offered many informal opportunities to demonstrate his or her interests and understandings across a range of contexts. These will chiefly be through play based and self-chosen activities where they may be joined by an adult or simply observed as they engage in the activity. Such observations continue throughout the Reception Year.

Assessment during the EYFS does not take the form of a 'test' but is a continual process of observation and teacher assessment of children's achievements and developmental needs. This process informs subsequent planning for the achievement of the 'next step' for the child.

Observing children provides opportunities to note their 'significant achievements' during their self-chosen or adult directed activities. A significant achievement is individual to the child and can be related to any area of learning – the first time a child ties their own shoelaces is pretty momentous! Such achievements are as likely to occur at home as at school and so it is vital that they are included in the child's profile.

We use an on-line Learning Journey 'Tapestry' on which we will record WOW moments from your child's learning journey in Reception.

As parents and carers you will have secure access (via a website which you log in to using your email address and a password) to your child's Learning Journey.

This will give you the opportunity to view our contributions and enable you to add observations of your children's achievements at home. Sharing home and school achievements is an important part of our partnership with you and we will endeavour to keep a two way channel of communication open in this important respect.

4. Early Years Foundation Stage Profile

At the end of the year children who are defined as having reached a good level of development (GLD) at the end of the EYFS have achieved at least the expected level in the following Early Learning Goals:

- **Prime Areas of Learning** (personal, social and emotional development; physical development; and communication and language) and
- **Specific areas of** mathematics and literacy

The levels attained by children at the end of the EYFS are allocated a number as follows:

- Emerging = 1
- Expected = 2

Those children having reached a GLD will have achieved a 2 in the above areas. For each of the 17 Early Learning Goals a child is recorded as having achieved a 1 or a 2. Consequently it is possible to give children an 'overall' score.

5. Home / School partnership

We firmly believe that you are your child's first educators and that the best outcomes for the children are achieved when we work in partnership with you.

- In order to establish a positive working relationship with you we will endeavour to keep you fully informed about what is happening at school. This communication will take the form of newsletters, notices, and less formal opportunities as and when they arise. We will also keep you informed your child's WOW moments on 'Tapestry' – through which you can also keep us informed with what your child gets up to at home.
- You will be invited to attend school events such as Read Write Inc. workshops – which is the phonic programme we use to teach your child to read.

- There will be formal parent evenings when you will be able to discuss your child's progress with the class teacher.
- If you have any concerns or worries regarding school please do not hesitate to talk to a member of the FS2 Teaching Team who will be happy to arrange a mutually convenient time when any problems can be discussed.
- If your child gives cause for concern with their learning or behaviour at school you will be contacted at an early stage and any action necessary will be taken following full consultation with yourselves.
- Information will be made available about the topic focus/curriculum coverage each half term and if you have any items of interest or possess any particular expertise/talents which you feel would enhance the work we are doing in school then please do not hesitate to let us know! Home links such as these make school learning more relevant and therefore more effective for all the children.

6. Glossary of terms

The **Early Years Foundation Stage, (EYFS)** provides a single framework for the care, learning and development of children in all early year's settings. It provides a continuous framework for children's development from birth to the August following their fifth birthday. The EYFS **Curriculum** prepares children for the learning that they will encounter in Key Stage 1 and is consistent with the National Curriculum. In the context of the Early Years Foundation Stage, the term **curriculum** is used to describe everything that children do, see, hear or feel in their setting, whether planned or unplanned. **Practitioners** are the adults who work with children whatever their qualifications and the word **teaching** refers to all aspects of their role, including establishing relationships, planning the learning environment and curriculum, supporting and extending children's play, learning and development, and assessing children's achievements and planning their next steps. The Early Years Foundation Stage contains detailed **Early Learning Goals** providing a framework for children's learning in the Reception Year.

The **National Curriculum** determines the content of what will be taught to pupils aged 5* to 16 and sets attainment targets for learning. It also determines how performance will be assessed and reported. It is organised on the basis of four

Key Stages:

	<i>Pupil's ages</i>	<i>Year groups (school)</i>
Early Years Foundation Stage	0 – 5	Nursery & Reception
Key Stage 1	5 – 7	1 – 2
Key Stage 2	7 – 11	3 – 6
Key Stage 3	11 – 14	7 – 9
Key Stage 4	14 – 16	10 - 11

Appendix A

Request for Leave of Absence during Term Time

The law does not grant parents the automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'.

Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for lessons which build on the teaching they have missed.

If you consider that your request for leave of absence is 'exceptional' you will need to complete the attached form. If the absence is not considered to be an exceptional circumstance and you nevertheless take your child out of school, this will be recorded as an unauthorised absence.

If you take your child without permission the following could happen:

You could be referred to the Education Welfare Service, and you may be issued a fine on your return - **£80 per parent, £80 per child** (e.g. a family of 4, with 2 parents and 2 children would be fined a total of £320). If the fine is **not paid in 21 days** the fine will increase to **£160 per child, £160 per parent** (e.g. the family of 4 would now have a fine of £640).

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Failure to pay the fine can result in legal action.

If your child is granted exceptional leave, your child must return to school on the agreed return date. **If they do not we will have no alternative but to start proceedings, registering your child as 'a child missing education'.**

All leave of absence requests must be completed on this form. Letters will not be accepted. This should be returned to the school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken, leave cannot be authorised retrospectively. Please note we are unable to authorise any leave of absence requested with less than 7 days' notice.

In considering the decision whether to authorise, the following will be taken into account:

- The death or terminal illness of a close relative
- Family crisis
- Parent serving in the Armed Forces

- Out of school programmes such as music, arts or sport – operating at a high standard of achievement. Documentary evidence of this event will be required

Please note the following are NOT considered exceptional circumstances:

- Low cost holiday packages
- Arrangements made by family or friends
- Shift work patterns/ Seasonal work patterns
- Family occasions/events
- To visit distant ill relative abroad · Term dates not known – Term dates are available on the school website www.oldcleprimaryacademy.co.uk