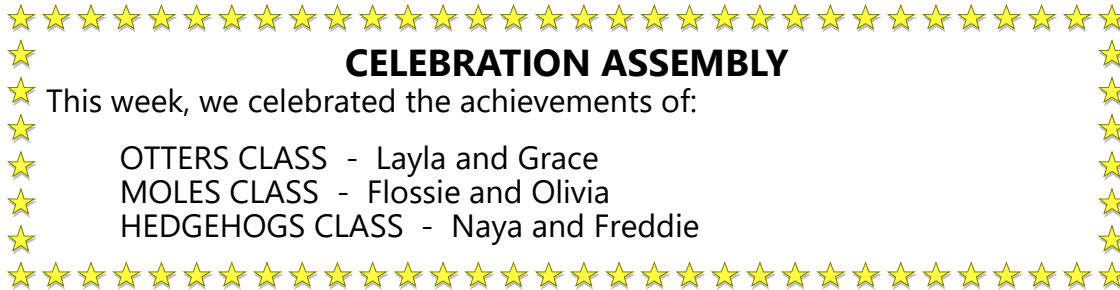


## This term's school value is Friendship



### CELEBRATION ASSEMBLY

This week, we celebrated the achievements of:

- OTTERS CLASS - Layla and Grace
- MOLES CLASS - Flossie and Olivia
- HEDGEHOGS CLASS - Naya and Freddie

## PLEA FOR HELP FROM THE DEAN HERITAGE CENTRE

Recently we found out our cottage might have to be closed at the end of the year (after Father Christmas has visited!) which will be very sad.

The lady who plays Ma Meek said she will be heartbroken if she can't welcome school children into the cottage anymore and she has asked me if I can arrange for a group of children to come along so that their conversations with her can be recorded. She is amazed every time by their remarks, questions and responses to her stories and thought it would be lovely if we could record a session to use at the Centre if we do have to close the cottage.

Lou has played Ma Meek for the last 5 years and is a member of a theatre group in Stroud. She has lots of theatrical friends and one of the film makers has offered to film in the cottage for us. The main purpose of the film will be to record conversation and Ma Meek talking with the children. It could turn into a lovely piece of film and record of the Forester's Cottage workshop and would be perfect if Soudley School could be involved too. Of course, I'm giving you first refusal!

The Film crew are available on the 1st or 2nd November. I appreciate that this is during half-term week, but if any parents are able to bring their children to the Dean Heritage Centre on either of those dates, could they please let me know. I can be contacted on the telephone number below.

Thank you

Kind regards  
**Joanne Clarke**  
**Engagement Manager**  
**Dean Heritage Centre**

**Tel: 01594 822170**

### Term Dates

**Term 1**  
**4 Sept to**  
**27 Oct**

**Term 2**  
6 Nov to  
22 Dec

**Term 3**  
8 Jan to 9 Feb

**Term 4**  
19 Feb to  
22 March

**Term 5**  
8 April to  
24 May

**Term 6**  
3 June to  
22 July

### INSET days:

**4 September**  
**6 November**  
**22 December**  
**24 May**  
**22 July**

**Other dates:**  
**Bank Holiday**  
**- 6 May**



## Moles Class



In Moles this week, we have continued our autumn art unit of work. We were looking at autumn leaves. The children found some of their favourite leaves from the playground and we looked at their textures. We then painted them and used them as prints in our art books.



In maths, we are almost at the end of our place value unit of work. In Year 4, we have been learning about round numbers to the nearest 10, 100 and 1000. In Year 3, we have been learning about counting up and down in tenths.

**Mr Martin**

## Hedgehogs Class



Hedgehogs Year 1s and 2s have been using their imaginations to retell the story of 'Sammy the Street dog' in their own way. In maths they have been counting in 2s, 5s and 10s ready to apply their knowledge to their timetables later on in the year.

Reception are progressing brilliantly in phonics and have been applying their phonics knowledge when writing cvc word's. In maths the focus has been on the number 5. We have also done lots of fine and gross motor activities to support their development.

**Mrs Toomer**

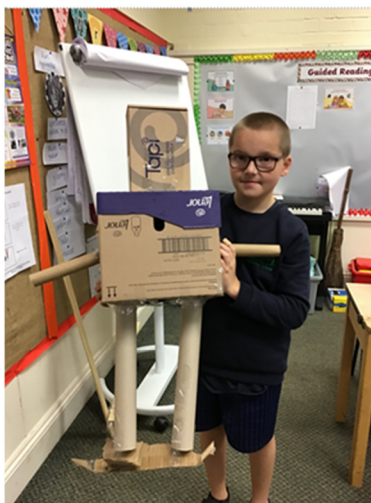
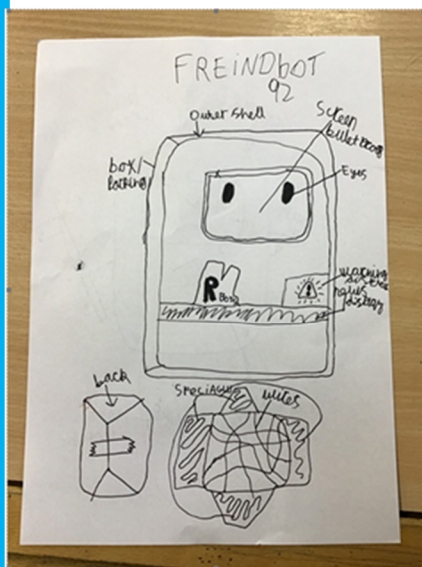
# Otters Class



Year 5 and 6 worked together in small groups to create robots out of cardboard boxes that they brought in from home.

Robots are linked to class texts Cog heart and Clockwork. The Children then wrote a non-chronological report about their robot including how it was made, its function and special features

**Mrs Smith and Miss Barton**







## Things Happening at Soudley School Week Commencing 23 October 2023

**8am – 8.30am DAILY - BREAKFAST CLUB**  
**- £2.50 per child per day**

- Mon** School Photographs (pre-school sibling photographs 08:30)
- Tues** Year 5 and Year 6 pupils swimming - please remember your swimming kit every Tuesday!  
3.15-4.15 pm Young Voices Choir Club (Years 3-6)
- Weds** Viola Lessons with Mr Robin Davies - Moles Class
- Thurs** Year 3 and 4 to Woo  
3.15-4.15 pm Basketball Club — for pupils in KS2 (Year 3 to Year 6)  
3.15-4.15 pm Multi Sports Club—for pupils in KS1 (Years 1 and 2)
- Fri** Forest Schools—Hedgehogs and Moles (am) Otters (pm)  
Pupils should wear long trousers, old trainers or wellies, and a raincoat. Children also need school shoes to change into. Please  
Yoga for pupils in Year 1, Year 2, Year 3 and Year 4

### BREAKFAST CLUB

Breakfast Club will continue to be £2.50 per day and is payable DAILY.

As we continue to be a cashless school, if your child/ren attend Breakfast Club, please go into your child's ParentPay account to pay the £2.50 on the day that they attend. Thank you.

\*\*\*\*\*

Breakfast Club runs from 8 am until the start of school every school day during term time. For a very reasonable charge of £2.50 per child per day, the children enjoy a breakfast of toast and cereals, and sometimes pancakes and bagels too. They all love the fun and relaxing start to their school day, doing art, reading and playing with their friends.

In order for this provision to continue it must be viable. Please let the school office know if you would like to book your child/ren into Breakfast Club.

### CHARGE FOR DAMAGED BOOKS

That due to an increasing number of books being returned to school in an unsatisfactory condition, there will be a charge incurred for any books that are returned to school damaged.

# DIARY DATES 2023-2024

## October 2023

23 School Photographs (pre-school sibling photographs from 08:30)

## November 2023

**6 INSET day**

9 Federation Day at Woodside School for Year 5 and 6  
14:45-15:10 Essential Letters and Sounds - Phonics Workshop for parents  
with Mrs Fawkes

13 Reception and Year 6 pupils Health Screening with the School Nurse Team

18 Children In Need

28 Years 3 and 4 Federation morning at Woodside School

## December 2023

6 Chaplins Pantomime visit

13 Christmas Lunch

20 Hedgehogs Class crafting and Santa visit at the Dean Heritage Centre

**22 INSET day**

## February 2024

2 Drama Queen's Dance Festival at Whitemead Forest Park—tbc

28 Life Education Visit

## March 2024

15 Comic Relief 2024

## May 2024

**24 INSET day**

## June 2024

3 Leavers' and Class photographs

10-14 Bikeability Training for Year 6 pupils

## July 2024

**22 INSET day**





# BEARS V HARLEQUINS

SAT OCT 28 2.30PM KO



FAMILY DAY



# BRISTOL CITY VS MAN UNITED

Sunday, November 26th 2pm KO

UNDER 12'S £1



**102,000 children  
starting school in  
England are at risk  
of catching measles**

**Check your child is up**

**to date with their**

**MMR vaccinations**





**9 out of 10**

unvaccinated children  
can catch measles  
if someone in their  
class has it

**Check your child is up  
to date with their  
MMR vaccinations**



**Don't be late!**  
Applications must be submitted by  
15 January 2024

## Was your child born between 1 September 2019 and 31 August 2020?



Any child born between the above dates can start school in the school year starting from **1 September 2024**. Gloucestershire County Council co-ordinates the admission of children to primary or infant school therefore you must apply to us to receive a school place for your child by the closing date **15 January 2024**

If you have not heard from us by 1<sup>st</sup> December, you must contact us so we can send you the information you will need to apply for a school place. If you do not apply on time, you may not get a place at the school you want.

### Key dates

**November 2023** – You should receive a letter from us advising you how to apply for a school place.

**15 January 2024** – Deadline for making your application.

**16 April 2024** – Allocation Day (find out which school we can offer your child).

If you have any queries about applying for a place at primary or infant school for your child, please contact Co-ordinated Admissions.

**Co-ordinated Admissions,**  
Shire Hall, Westgate Street,  
Gloucester, GL1 2TP

**Email:** [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)  
**Web:** [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

#### Apply Online!

- It's quick and easy to use.
- Confirmation when your application is received.
- You will see the school allocated on 16 April.
- Environmentally friendly



**FAMILY FOOD CLUB**

**FREE**

# **COOKERY LESSONS**

**2ND OF NOVEMBER**

4:00PM

**DEAN FOREST KITCHEN  
VANTAGE POINT  
MITCHELDEAN**

**JOIN DFK AND LEARN HOW TO COOK LOW  
COST HEALTHY MEALS!**

**TO BOOK YOUR PLACE,  
PLEASE EMAIL  
[OPERATIONS@DEANFORESTKITCHEN.COM](mailto:OPERATIONS@DEANFORESTKITCHEN.COM)**





# GLOUCESTERSHIRE YOUTH CHOIR

gloucestershire  
MUSIC



- Do you love singing?
- Would you like to make music and meet like-minded musicians?
- Are you aged 9-18?

If so, come along, represent your county and get the opportunity to perform all sorts of musical styles!

[gloucestershiremusic.co.uk](http://gloucestershiremusic.co.uk) • 01452 427242



FIND OUT  
MORE HERE

Supported using public funding by



ARTS COUNCIL  
ENGLAND

*Make*MUSIC  
gloucestershire



Gloucestershire  
COUNTY COUNCIL



**SKILLS  
FOR LIFE**

**Multiply**

COME ALONG TO AN INTRODUCTION MORNING FOR OUR

# FREE CREATIVE \*MULTIPLY COURSES



**ARTSPACE**  
CINDERFORD

**FRIDAY OCTOBER 27TH / 10AM-1 PM  
AT ARTSPACE CINDERFORD**

- Have a go- meet the tutors
- Learners- enrol for spring course
- Partners- enquire about running a FREE\* course at your location

**TO BOOK EMAIL**

[dan@artspacecinderford.org](mailto:dan@artspacecinderford.org)

**FOR MORE INFO EMAIL**

[catherine@artspacecinderford.org](mailto:catherine@artspacecinderford.org)

\* Our FREE creative Multiply courses build numeracy confidence and skills through a range of fun and creative Art activities.

Multiply is Free to eligible learners- 19+, resident in Gloucestershire, Less than L2/GCSE C maths or need to refresh.



COME ALONG TO AN INTRODUCTION MORNING FOR OUR

# FREE CREATIVE \*MULTIPLY — COURSES —



**ARTSPACE**  
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**WEDS NOVEMBER 29TH / 10AM-1 PM  
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- Have a go- meet the tutors
- Learners- enrol for spring course
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[dan@artspacecinderford.org](mailto:dan@artspacecinderford.org)

**FOR MORE INFO EMAIL**

[catherine@artspacecinderford.org](mailto:catherine@artspacecinderford.org)

\* Our FREE creative Multiply courses build numeracy confidence and skills through a range of fun and creative Art activities.

Multiply is Free to eligible learners- 19+, resident in Gloucestershire, Less than L2/GCSE C maths or need to refresh.

# The Library

## Halloween Costume Swap



**25 September - 9 October**

**DONATE** a costume to any library (thank you!)

**9 October - 1 November**

**SWAP** an old costume for a new one!

- Accessories, whole and part costumes accepted
- Donations will be accepted throughout the swap
- You can still take a costume home if you don't have one to swap
- Discover swaps across all county libraries
- Both adult and child costumes welcome





# **SPOOKTACULAR OCTOBER HALF**



## **TERM ACTIVE CAMP**



# **FOREST VIEW PRIMARY SCHOOL**

**MONDAY 30TH OCTOBER UNTIL FRIDAY 3RD NOVEMBER!**

**BEST HALLOWEEN COSTUME  
COMPETITION ON TUESDAY 31ST!**

**HALLOWEEN THEMED COLOUR  
RUN ON FRIDAY 3RD!**

**HALLOWEEN THEMED GAMES TOO!**

**NORMAL HOURS - 9.30AM UNTIL 4.30PM**

**EXTENDED HOURS - 8.30AM UNTIL 5.30PM**

**CHILDCARE  
VOUCHERS  
ACCEPTED** ✓



**FROM £20  
PER DAY!**

**20+ SPOOKY  
SPORTS ON OFFER!**

**BOOK HERE** ➔

**PROGRESSIVE-SPORTS-NORTH-  
GLOS.CLASSFORKIDS.IO/CAMP/44**

**OR CALL US ON 01889 343120**

**IF YOU HAVE ANY QUESTIONS PLEASE EMAIL JAMIE ON:**

**J.KNIGHT@PROGRESSIVE-SPORTS.CO.UK**





# Ribston Hall High School Open Evening and Mornings



Discover  
**your**  
potential

Our Open Evening and Mornings are a fantastic opportunity for families with children in any year groups to find out about Ribston Hall. Bookings are now open.

Our Open Evening is being held on Tuesday 17th October,  
and Open Mornings on Wednesday 18th October,  
Thursday 19th October  
and Monday 23rd October

[www.ribstonhall.gloucs.sch.uk/join-us/school-tours/open-day](http://www.ribstonhall.gloucs.sch.uk/join-us/school-tours/open-day)



Forestry England

# Beechenhurst Pumpkin Carving

**Monday 30 and Tuesday 31 October 2023**

Come and carve a spooky pumpkin with us at Beechenhurst this October half term!

Let your imagination go wild in a 45 minute carving slot. One pumpkin is included per booking and tools will be provided.

Pre-booking is recommended to avoid disappointment.  
Tickets cost £6 per pumpkin.

Halloween fancy dress is optional, but encouraged!

Book your place:

<https://bit.ly/FODPumpkins>



or scan the QR code





Play  
GLOUCESTERSHIRE

# PLAY GLOUCESTERSHIRE'S PLAY RANGERS

Autumn Half Term Play Day

## The Recreation Ground, Ruspidge

GL14 3AE



///grapevine.runs.wool

**Tuesday 31st October**  
**10am to 4pm**

With thanks to Gloucestershire County Council's Levelling  
Up Together Fund



Our Play Ranger activities take place outdoors in all weathers and are open access. This means there is no registration, children are free to come & go as they please.

Under 7's are welcome and should be accompanied by a parent or carer.



Play Gloucestershire

Transforming lives through the power of play  
[www.playgloucestershire.org.uk](http://www.playgloucestershire.org.uk)



@play\_glos



@playgloucestershire



# *Things you need to know about Play Gloucestershire*

Play Gloucestershire - a registered charity - is the leading provider of free, outdoor, active play in the county. Our Play Rangers activities target 7 - 14 year olds. Under 7's are welcome and should be accompanied by a parent or carer. We love families to join us at all our sessions.

Our Play Ranger activities are open access. This means there is no registration - children can leave the site at any time. Our Play Rangers will not stop them and may not know that they have left.

We encourage children to take responsibilities for their own actions. We think this is good for them. They will be encouraged to resolve disagreements amongst themselves. We will intervene if absolutely necessary.

Play Gloucestershire believe that children need and want to take risks when they play. Our Play Rangers aim to respond to these needs by offering children stimulating, challenging environments for exploring and developing their abilities. In doing this, we aim to manage the level of risk so that children are not exposed to unacceptable risks. Our experience tells us that whilst children play outdoors they are likely to have accidents. If this causes concern please come along and speak to us about it.

All our activities are outdoors and include den building, fires, arts and crafts, sports and a range of playful games. We encourage children to play freely and choose what they do. They do not have to do anything if they don't want to. Children will get wet, hot, cold, smelly and dirty and need to wear appropriate clothing and footwear. Better to wear old play clothes than ruin your best!

Our Play Rangers will provide drinking water at all sessions. We promote healthy eating and sometimes will provide free fruit.

We believe all children have the right to play. Please talk to us if your child needs additional support to enjoy Play Rangers. We welcome disabled children & their families.

**For further information:**

**Visit us at [www.playgloucestershire.org.uk](http://www.playgloucestershire.org.uk)**

**Email [info@playgloucestershire.org.uk](mailto:info@playgloucestershire.org.uk)**

**Phone 01452 505548**

**Play Gloucestershire is a registered charity (1126562)**





Found In The Forest Youth Theatre  
NEEDS YOU to make a **PLAY IN A DAY.**

# SPOOKED!

Tuesday 31st October 2023.

Performance at 5.30pm.



**FREE** drama workshop. 10am-6pm.  
Play/Create/Devise...and then  
**PERFORM** at the end of the day.

Come and create a mad and unique show at  
The Wesley Centre, Cinderford, GL14 2AA.

Contact Abi to secure your place.  
Email: [youththeatre@airg.co.uk](mailto:youththeatre@airg.co.uk)

For participants aged 8-12 years.  
Limited places available.





Prices Starting

From

**£20**

Per Day

**ACTIVITIES**  
**30TH OCT - 3RD NOV**

Pumpkin Party  
Games

Capture The  
Ghost

Multisport Games

Firework pictures

Autumn  
paintings

Zombie Masks

For Further Information please contact:

Email: [info@prostarsfse.com](mailto:info@prostarsfse.com)


Josh: 07515 508643

Jack: 07990 624347

Scott: 07703 565986

Book in Now! Through our NEW booking system

[prostars.ipalbookings.com](http://prostars.ipalbookings.com)

Find us on  [Facebook.com/prostarsfse](https://www.facebook.com/prostarsfse)



# OCTOBER

# FOOTBALL CAMP

Our Football Camps will be held at  
Coleford Football pitch GL16 8DS  
10-3

**Monday 30th - Friday 3rd  
October/November £20 per  
day pp**

For booking or more information  
please contact:  
[cammillscoaching@gmail.com](mailto:cammillscoaching@gmail.com)  
07484767754





## **Consultation on school admission arrangements for community and voluntary controlled schools (GCC Schools) Academic Year 2025/2026**

The School Admissions Code 2021 requires all admission authorities to consult upon their admission arrangements if changes are to be made or if there are no changes, at least once every 7 years. Gloucestershire County Council, as the admission authority for all Community (C) and Voluntary Controlled (VC) schools last consulted upon their admission arrangements in 2016, therefore we are now due a full consultation.

**The current oversubscription criteria give priority in the following order:**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (1) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

**We will not be making any changes to these admission arrangements for the academic year 2025-2026 therefore the priority for admission to Community and Voluntary Controlled schools in Gloucestershire will remain the same as above.**

The link to this consultation is

<https://haveyoursaygloucestershire.uk.engagemthq.com/school-admission-arrangements-2025-consultation>

One of our schools is also consulting on a reduction of their Published Admission Number for 2025. The link for this consultation is

<https://haveyoursaygloucestershire.uk.engagemthq.com/beece-green-primary-school-school-admission-consultation>

If you have any comments to make about the admission arrangements for 2025-2026, please do so via the consultation page.

Named points of contact;  
Holly Ryland and Amanda Johns



The following has been copied from the [www.gov.uk](http://www.gov.uk) website.....

## Back to school advice issued amid high levels of flu, COVID-19 and scarlet fever

Following simple steps can help protect children, minimise the spread of illness in education and childcare settings and protect wider communities.

Flu and coronavirus (COVID-19) are [currently circulating at high levels](#) and are likely to continue to increase in coming weeks. High numbers of scarlet fever, which is caused by group A streptococcus, also [continue to be reported](#).

Professor Susan Hopkins, Chief Medical Adviser at the UK Health Security Agency (UKHSA), said:

It's important to minimise the spread of infection in schools and other education and childcare settings as much as possible. If your child is unwell and has a fever, they should stay home from school or nursery until they feel better and the fever has resolved.

Helping children to learn about the importance of good hand hygiene is also key, so practice regular handwashing at home with soap and warm water. Catching coughs and sneezes in tissues then binning them is another simple way to help stop illness from spreading.

Adults should also try to stay home when unwell and if you do have to go out, wear a face covering. When unwell don't visit healthcare settings or visit vulnerable people unless urgent.

Remember that flu vaccination is still available for all eligible groups and is the best protection against the virus. We have seen good uptake in older age groups but vaccination among young children remains low. Flu can be very unpleasant and in some cases can lead to more serious illness. Getting your child vaccinated protects them and others they come into contact with, and it's still not too late.

Eligible children include:

- those aged 2 and 3 on 31 August 2022
- all primary school-aged children
- some secondary school-aged children

You can get more information [getting your child vaccinated against flu](#) on NHS.UK.

# Apply online for

# FREE

# SCHOOL

# MEALS



Check to see if your child is eligible using the confidential online portal available on our website [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals)

Your child's school receives extra funding for each eligible child registered.

If you do not have internet access speak to your child's school.



You could save up to **£437** per year



You may also be able to get extra support for free milk, reduced contributions for school trips and uniform grants – check with your school.

## THE DANGER ZONE!

Parking on zig-zag lines is dangerous and can incur a fine if you are caught!

Zig-zag lines are there for a reason; to allow good visibility for drivers to see pedestrians in high risk zones (ie on pedestrian crossings and outside of schools).

Please do not put the lives of our children at risk by parking on the zig-zag lines outside of the school, even for the shortest time.

Thank you for your cooperation.

## Appointments during school hours

Please avoid arranging medical/dental appointments during the school day.

We do know this cannot always be helped, however, appointments at the end of the school day (from 2 pm onwards) are far less disruptive to your child's education than morning appointments please.

Pupils should be collected from school with just enough time to allow to get to the appointment on time and, if the school day has not ended, they should be returned to school immediately afterwards please.

You should also provide the school with a copy of your child's appointment letter for the attendance register.

Thank you for your continued support.

## Weekly Reminders:

- Please ensure that Lunches are ordered on ParentPay by 8.30 am on the day they are required
- For the Health and Safety of the children, parents must not bring their children through the staff car park when dropping off or picking up from school.

Children may only be brought through the staff car park when the pedestrian gates to the playground are locked during the school day, and then **children must be escorted through the car park to keep them safe.**

- Please remember to inform the school office by 9.30 am each day, if your child is going to be absent from school.

Thank you



## What can you do to help?

Take an interest in your child's education.

- Ask them about their day and praise and encourage their achievements at school.
- If your child is missing school or is seemingly unhappy, you should discuss your concerns with your child.
- Make sure your child understands that you do not approve of them missing school, but be on the alert for any particular reasons for non-attendance, such as bullying or problems with school work.

Contact the school as soon as possible when a concern is identified so that you can work with them to resolve any difficulties.

Be willing to engage with any support offered by the school or Gloucestershire County Council Support Services.

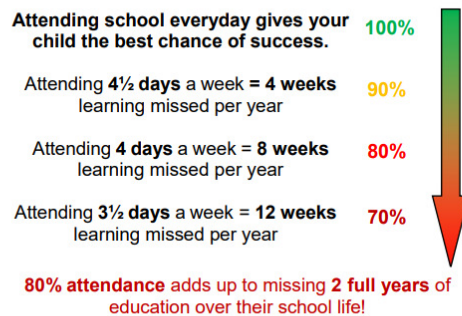
Make sure your child arrives at school on time for both the morning and afternoon sessions.

If your child is ill or absent for any other reason, contact the school on the first day of absence.

Follow the school's procedures for notifying absence, and always let the school know of any days that your child is unable to attend.

Updated November 2020

## It all adds up!



Can they afford to keep missing out?

## Every Minute Counts!

Being late for school reduces learning time.

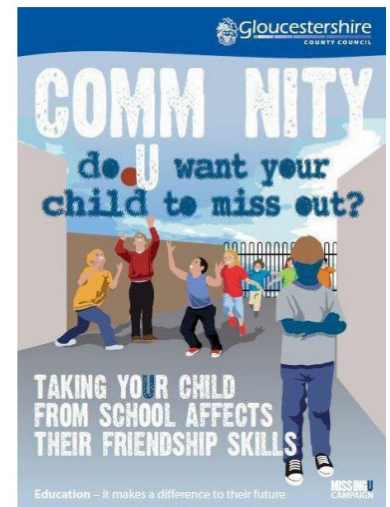
5 minutes late every day = 3 days of learning missed per year.

15 minutes late every day = 9 days of learning missed per year.

Arriving late can be very disruptive for your child, the teacher, and the other children in the class.



# School Attendance



## Information for Parents and Carers



## Why is it important for children not to miss school?

Children only get one chance at school, and your child's chances of a successful future may be affected by not attending regularly. If children do not attend school regularly they may:

- Struggle to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up.
- Miss out on the social side of school life. Poor attendance can affect children's ability to make and keep friendships; a vital part of growing up. Employers want to recruit people who are reliable. Setting good attendance patterns from an early age will also help your child later on in life.

## What might the impact of poor attendance be on your child?

Research shows children who are not regularly attending school are:

- More likely to become involved in, or be a victim of crime and anti-social behavior.
- More likely to fall behind due to the strong link between attendance and achieving good results.
- Less likely to achieve 5 good GCSEs (grades 9-5) compared with those with less than 8 days absence.
- More likely to have increased levels of anxiety due to inconsistencies and uncertainty in their routine.
- More likely to have reduced self esteem due to finding learning increasingly hard having missed out on key information.



## What does the law say?

By law, all children of compulsory school age (between 5 and 16) must get a suitable, full-time education. As a parent, you are responsible for making sure this happens, either by registering your child at a school or by making other arrangements which provide a suitable full-time education.

**Once your child is registered at a school you are responsible for making sure he or she attends regularly.**

## What happens if your child does not attend school regularly?

**If your child fails to attend regularly - even if they miss school without you knowing - the Local Authority (LA) may take legal action against you.**

Schools will notify you if your child's attendance level is a concern and look to work with you to put in place steps to improve it. If attendance continues to require improvement then schools will look to initiate an Attendance Improvement Meeting (AIM).

The AIM is the start of the legal process. It is important you engage with the process and work with the support provided to meet the agreed targets. These targets will be reviewed and progress evaluated at a review meeting. If satisfactory progress is made then targets will either be considered met or adjusted until attendance is satisfactory. If progress is not made then you may be referred to the LA for legal intervention.

You run the risk of being issued with a Penalty Notice or being prosecuted in court. If this happens:

- Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly.
- Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme, usually a parenting class.

## When is absence authorised?

There may be times when your child has to miss school because they are unwell. If your child becomes ill you should notify the school immediately and follow the school's absence procedures.

Children may have to attend a medical or dental appointment in school time. However, you should, whenever possible, try to make routine appointments such as dental check-ups during the school holidays or after school hours. Schools have the right to request medical evidence to validate absences for medical reasons.

If you think you might need to take your child out of school, discuss the reasons with the school as soon as possible. Absence must be requested as far in advance as possible. Absences will only be authorised by the school in exceptional circumstances.

Examples of absence that may be considered as exceptional circumstances include family bereavement or taking part in an agreed religious observance. The decision on whether to authorise absence is made at the headteacher's discretion.

## For more information

For more information you can contact the Local Authority's Education Inclusion Service at:

Phone: 01452 427274

Email: [Attendance@gloucestershire.gov.uk](mailto:Attendance@gloucestershire.gov.uk)

Website: [www.gloucestershire.gov.uk/education-and-learning](http://www.gloucestershire.gov.uk/education-and-learning)





Although term time leave request forms are available from the office, this does not mean that holidays are authorized or the request will be granted. Please read the below regarding penalties:



### **Request for a leave of absence during term time**

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

**In the case of an unauthorised leave of absence the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent.**

**Please note that such a penalty is issued to each parent for each child taken out of school.**

**A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days.**

**Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.**