



## Otters Class



Another busy week in Otters!

The children (finally!) recorded their 'Light Learning Lab' programmes. However, a technical glitch is currently stopping these uploading to DOJO. I will not be defeated. We learnt about refraction, and how light splits when it travels through water. We conducted an investigation to see the effects for ourselves.

Year six children have been diligently working their way through their fraction unit in maths; simplifying, comparing and ordering fractions. They are showing excellent understanding so far, this will really help them when we move to decimals and percentages later next week.

Year five have today finished their geometry unit and completed their end of unit quiz - with great results! Well done all. They will be moving on to their new unit next week.

In writing we have been working our way through the grammar curriculum, looking at main and subordinate clauses, relative clauses, relative pronouns, simple past tense and simple present tense. We have had real fun thinking of ways to remember them all. The children have been busy using these in their writing.

After completing our maths work this morning, we then focussed on our team-work skills and had a competition to see which group could make the longest paper chain. The children devised strategies, cooperated and had a great time! The room is looking a little more festive.

The children may have told you that we are transforming our classroom into a brighter, more aesthetically pleasing space. Upgrading displays, adapting a corner of the room to create a 'Book Nook', amongst other things. We hope to invite you in soon to share this and the childrens' learning with you.

Today, we also celebrated the long-awaited return of 'Mr Bojangles', our class elf. I am sure he will get up to all sorts of mischief over the next few weeks.

Have a lovely weekend and wrap up warm!

**Mrs Mclean**

## **A REALLY BIG 'THANK YOU'**

**To FOSS for all of your hard work supporting our school and raising much needed funds. This has helped us keep valued traditions like the Christmas stockings and pantomime visit going.**

**We are very grateful for all your hard work and the effort you put into fundraising events.**

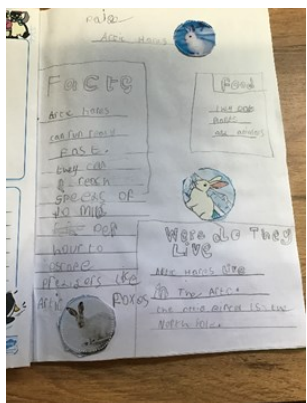
**Parents who are interested in joining FOSS can go along to the meeting at The White Horse Soudley on Monday 18 December at 7.30 pm, send an email to [FOSS@soudley.gloucs.sch.uk](mailto:FOSS@soudley.gloucs.sch.uk) or speak with Chris or Claire Stanley in the playground.**

**Thank you**

## Hedgehogs Class



Hedgehogs have had an exciting week in class. They are focussing on the story "Lost and Found by Oliver Jeffers" and have been taking part in a range of writing activities based on the book. They have created some excellent detailed reports about Arctic Animals and have enjoyed Ice Play and looking at the Arctic Circle using Google Earth.



In Art and Design children have been focussing on creating sculptures by sculpting paper. They looked at a range of images of The Tree of Life from different religious buildings and have created their own 3d artwork. They met Mrs Art and enjoyed a tour around the gallery looking at each other work.



Also, we have had a special delivery from the North Pole. Our Elf Elfred will be bringing lots of Christmas Spirit to the classroom.

**Hedgehogs Class**





## Moles Class



We have had such a busy week this week in Moles class. In Geography we have been learning about some of the old names for countries and regions when the Roman Empire was at its peak. We had a map of the Roman Empire with the old names, and some compared them to maps of today. This allowed the class to find out how some new countries have been formed since the Roman Empire and how borders have changed and moved.

On Wednesday, the class had their viola concert. Thanks to all the parents who came and showed their support it was an amazing performance by the class. Well done to all the children for all their hard work, not only learning to play all the songs but also learning to read music. Everyone tried so hard over the last 9 weeks, and we could all see that hard work pay off on Wednesday.



**Mr Martin**



## BREAKFAST CLUB

Breakfast Club is £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.



## **HEALTHY SNACK**

Parents and carers are reminded that as a Healthy School we like to encourage all children in Year 3 to Year 6 to bring in a piece of fruit or vegetable to have as a snack during morning breaktime. Children in Reception to Year 2 receive fruit and veg as part of the Schools Fruit and Vegetable Scheme (SFVS). All children should bring in a refillable drink bottle which can be refilled throughout the day. Drink bottles should only contain water please and not squash or fruit juice.

Thank you

## **Things Happening at Soudley School Week Commencing 4 December 2023**

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

**Mon**

**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** Cinderella Pantomime at Soudley Village Hall

**Thurs** 3.15-4.15 pm Dodgeball and Benchball 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** Yoga for pupils in Year 1, Year 2, Year 3 and Year 4

**Have you ordered your child/ren's Christmas lunch? It's not too late .... But please order by Monday 4 December.**

## **CHRISTMAS STOCKINGS**

Please send your child's named Christmas stocking into school between Monday 11 December and Friday 15 December ready for our visit from Father Christmas. Thank you

## **CHRISTMAS JUMPER DAY**

**Wednesday 13 December 2023 is Christmas Jumper Day.**

## **CHRISTMAS MOVIE MORNING!**

On Thursday 21 December, children are invited to bring in a pillow and a blanket, and a teddy or soft toy so that they can cuddle up comfortably to watch a Christmas film. There will be hot chocolate and popcorn provided too!





# FOSS Committee Meeting

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**When:** Monday 18th December 2023, 7pm

**Where:** The White Horse, Soudley

**What is FOSS?** Friends of Soudley School (FOSS) is a registered charity (1193629) and led by volunteers, such as school staff and parents/family members with children who attend Soudley School. The purpose of FOSS is to raise money that will support and improve the education of all children that attend Soudley School as well as develop effective relationships within the school and wider community. All committee members are volunteers who offer their time and energy to support FOSS, in achieving this purpose.

**Who can attend?** Any parent, carer, family member or school staff member who is interested in supporting FOSS and the children of Soudley School.

**Why attend?** Committee meetings are a chance for members to plan and coordinate present and future fundraising events, make decisions about how funds will be allocated, review progress, generate new ideas, build relationships, and hold members accountable for their roles and responsibilities.

**FOSS NEEDS YOUR SUPPORT!**

Email: [FOSS@soudley.gloucs.sch.uk](mailto:FOSS@soudley.gloucs.sch.uk)

## **DIARY DATES 2023-2024**

### **November 2023**

- 28 Years 3 and 4 Federation morning at Woodside School
- 30 Christmas Shoe boxes to be returned by today please

### **December 2023**

- 1 Deadline for Christmas lunch order
- 6 Chaplins Pantomime visit
- 11 Christmas Play dress rehearsal
- 11-15 Send in named Christmas Stockings
- 12 9.30 am Christmas Play morning performance
- 13 Christmas lunch and Christmas Jumper Day
- 13 5 pm Christmas Play evening performance
- 18 7 pm FOSS Meeting at The White Horse Pub Soudley
- 20 Hedgehogs Class crafting and Santa visit at the Dean Heritage Centre  
FOSS Christmas Raffle being drawn at end of School
- 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**

## **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.



How can I get my child to eat healthier

if they won't try new things?



Our top 6 tips to tackle fussy eating at home

Peter Humbles, Family Nutritionist

- 1. The big "why"?** Why don't they try new things? Are there tastes or textures they love or hate?
- 2. Check your language.** Aim for encouraging language and avoid labelling. Swap "my child doesn't eat vegetables" for "my child loves sweetcorn."
- 3. Lower anxiety at mealtimes.** Phones away and focus on chatting. There's no need to pressure them to try new foods.

Get **FREE** support to get your family healthier

Join programmes starting in January, or start online programmes now!

**4. Exposure.** Get them to pick out fruits and veg when you're out shopping and ask them to help chop them up.

**5. Routine.** Set mealtimes to build regular habits and aim for 2 healthy snacks per day between meals.

**6. Make it fun!** Make funny face pizzas and add some new toppings.

Sign up today!



Scan the code

...or click here to find out more



X22-1992

# FESTIVE ILLUMINATION TRAIL 2023

Its Back... 2023 will see the return of our Festive Illumination Trail! A magical sensory experience that lights the beauty of our Country Park.

**SELECTED NOVEMBER & DECEMBER DATES**  
*'Sensitive Sessions Available'*

Trail Entry Time Slots

16.30pm – 17.15pm | 17.15pm – 18.00pm | 18.00pm – 18.45pm | 18.30pm – 19.15pm

Visit our website for full event information, date availability and booking.

[www.olddownstate.co.uk/events](http://www.olddownstate.co.uk/events)

*\*All events and timings subject to changes*

**NEW**

This year we are introducing 'Sensitive Sessions' on our Monday evening illumination events. These sessions will feature reduced noise and less capacity to appeal to anyone who would prefer a more sensitive experience.

**10% DISCOUNT**  
using the code  
**SCHOOLS23** at checkout  
*Pre booked tickets only*



BOOK NOW

OLD DOWN COUNTRY PARK

FIND OUT MORE



*Festive Events*

**CHRISTMAS LAUNCH**

*Including Christmas Parade*  
SUNDAY 26TH NOVEMBER

**FESTIVE AFTERNOON TEA**

SELECTED DECEMBER DATES

**VISIT SANTA**

SELECTED DECEMBER DATES

**BREAKFAST WITH SANTA**

SELECTED DECEMBER DATES

**& MORE**

visit [www.olddownstate.co.uk](http://www.olddownstate.co.uk)

Tockington, Near Bristol

*\*All events subject to changes*



DOG FRIENDLY VENUE







Next online  
group course  
starts March  
2024!

# Arguing better



Disagreements are a normal part of life, and most couples argue from time to time. The way you approach these conversations can make a big difference to you, your partner, and your children.

*Arguing better* is a free online course to help you manage difficult conversations, avoid conflict, and improve things for your whole family.

### You will learn:

- Where stress comes from and how it can affect you.
- Ways to recognise stress and talk about it.
- How to support each other through difficult times.
- What causes arguments and how to stop them.

## Arguing Better Group Course

### How do I access a group?

Groups take place in just two 90 min sessions (over two consecutive weeks) on Microsoft Teams. You will need access to Wi-Fi, a smart phone, laptop, or tablet. And its free!

### Who is it for?

- Anyone with a parenting role for a child or young person
- Adoptive Parents
- Foster Parents
- Guardians/family members with parenting role

Parents are welcome to attend alone, with a partner, friend, or family member.

### How do I book on to the next group?

For more information about future **Arguing Better** group dates or to book on contact:

The Family Information Service.

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

# **DEAN HERITAGE CENTRE'S CHRISTMAS BAZAAR**

Dean Heritage Centre would like to offer free entrance to our Christmas Bazaar to all pupils of Soudley Primary School.

The bazaar is on Saturday 2nd of December, 10:00-16:00. The bazaar includes a Christmas market, festive crafts, a scavenger hunt and access to our entire site.

Please bring this letter with you and show it at reception!

Merry Christmas!

Many Thanks,  
Abbie Stewart,  
Marketing & Events Assistant





# CHRISTMAS FAMILY FEAST

Enjoy this fun festive session as we sing Christmas carols around the campfire followed by hot chocolate and marshmallows.

Tuesday 19th December

16:00 - 17:30

The Christian Adventure  
Centre, Viney Hill, GL15 4NA

FREE

All ages welcome

➤ Scan the QR code for  
more info and booking



For more information contact  
Adam Legge on 07949 112336,  
[adam.legge@sportily.org.uk](mailto:adam.legge@sportily.org.uk)  
[sportily.org.uk](http://sportily.org.uk)

  
**sportily**  
PLAY SPORTS. TALK LIFE



# SPECIAL EVENTS IN JAN 2024

This January, why not join us for one of our exciting sessions in the school holidays?

## Thursday 4th Jan 2023

A session of active fun, skill-building, and friendly competition, where every child discovers their passion for play, this will be a mixture of sports and games, keeping you moving throughout!

**1000-1400**

**Awre Village Hall**

**1000-1400**

**Blakeney Youth Centre**

## Friday 5th Jan 2023

Family sessions inspired by nature to create biosphere terrariums and using lathes to turn wood into beautiful keepsakes with our experienced session leaders.

**Movie Dance Magic** - Get ready to groove and move! KS2 children, it's time to throw some moves in our electrifying session set to some fantastic movie music.

**Target Game Special** - Let's hit the bullseye of excitement with target sports - where precision meets passion, and every shot is a thrill!

**Nerf Gun Battle** - Calling all KS2 superheroes to join us for an adrenaline-packed session of dart-flying fun, where tactical skills and teamwork take centre stage.

**1000-1400**

**Blakeney Youth Centre & Armoury Hall, Newnham**

**1000-1430**

**Soudley Village Hall**

To book onto one or all of these events please visit:  
<https://sportily.org.uk/20/Viney-Hill-Sports-Events>







Progressive sports



# Progressive Active Camps

Be happy, healthy and active!



## PROGRESSIVE SPORTS CHRISTMAS HOLIDAYS ACTIVE CAMP FOREST VIEW PRIMARY SCHOOL, CINDERFORD

OPEN TO ALL  
AGES FROM  
4-13!



HAF PLACES  
AVAILABLE  
TOO!

**TUESDAY 2ND JANUARY UNTIL FRIDAY 5TH JANUARY 2024!**

**BOOK HERE** [PROGRESSIVE-SPORTS-NORTH-GLOS.CLASSFORKIDS.IO/CAMP/49](https://progressive-sports-north-glos.classforkids.io/camp/49)

HAF PLACES WILL BE AVAILABLE TO BOOK THROUGH GLOUCESTERSHIRE COUNTY COUNCILS WEBSITE IN DECEMBER!

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

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

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

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

**OR CALL US ON 01889 343 120.**

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VOUCHERS  
ACCEPTED**

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day!**



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Can you swim 25m frontcrawl and backstroke?

Take your swimming to the next level

**JOIN US FOR FREE 2 WEEK TASTER SESSIONS**

Monday 4 December – Monday 18 December

**with Cinderford & District  
Swimming Club**

Contact: [coach@cinderfordsc.com](mailto:coach@cinderfordsc.com)

Find us on Facebook or at [www.cinderfordsc.com](http://www.cinderfordsc.com)

# CHRISTMAS CONCERT 2023!



THE DEAN  
ACADEMY

**TICKETS  
£2.50**

**AVAILABLE FROM  
RESOURCES!**

**TUESDAY 12TH DECEMBER 18:00-20:00  
THE DEAN ACADEMY - DRAMA HALL**



**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

## **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.

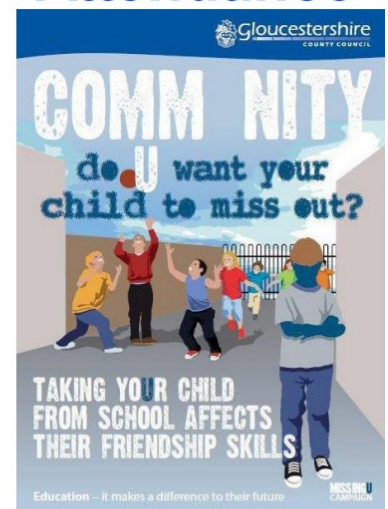


15 minutes late every day = 9 days of learning missed per year.



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.**