



Cupernham Infant School

Together We Care, We learn and We Achieve!

**Forms for
Completion &
Return
To School**

2025/26

Parent's Check List



The school requires signed from you:

- | | | |
|-----|-------------------------------------|----------|
| 1. | Home / School Agreement | Yes / No |
| 2. | Local Visits Permission Slip | Yes / No |
| 3. | School Book Form | Yes / No |
| 4. | Tasting Permission Slip (Allergies) | Yes / No |
| 5. | Ethnic Background Form | Yes / No |
| 6. | First Language/Nationality Form | Yes / No |
| 7. | Multimedia Consent Form | Yes / No |
| 8. | Privacy Notice Agreement | Yes / No |
| 9. | Travel Data Form | Yes / No |
| 10. | Children of Service Personnel | Yes / No |
| 11. | Tapestry Agreement Form | Yes / No |
| 12. | Attendance Information | |

Cupernham Infant School Parent/Carer Partnership Agreement



At Cupernham Infant School it is important that parents/carers, children and staff, respect each other's contributions, work together to achieve the highest possible levels of success for all children.

Why do we need a Home School Agreement?

- It acts as a reminder of commitments for everyone
- It underpins the school's ethos, vision and values
- It acts as a clear starting point for children, their parents and the school staff
- It provides a starting point for exploring difficulties

Cupernham Infant School Agreement

Cupernham Infant School will endeavor to:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment
- Keep parents informed about your child's progress regularly through parent consultations, half termly target updates and a mid-year annual report
- Teach and encourage your child to do their best at all times and reach their full potential
- Provide a broad and balanced curriculum that meets the needs for all children, including when delivered remotely when necessary
- Promote high standards of behaviour so we can maintain a safe environment for all children by being Ready, Respectful and Safe
- Help your child to develop a sense of responsibility, be considerate of others, and support them to make the right choices
- Set home learning that supports the delivery of the curriculum, mark and celebrate its completion
- Offer opportunities for parents and carers to get involved in school life
- Communicate between home and school through newsletters, texts, emails, social media and the school website
- Respond to communications from parents in a timely manner, following our school policies and procedures

- Always be welcoming and offer opportunities for you to become involved with the daily life of the school community
- Invite parents/carers to attend events that celebrate our children's success and achievements

Parent/Carer's Agreement

I/We will do my/our best to:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent and provide an explanation
- Make sure my child is dressed in the correct uniform and brings their PE kit to school when necessary
- Support the school to make sure my child maintains a consistently high standard of behaviour by being Ready, Respectful and Safe
- Encourage my child to try their best so they can reach their full potential
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn
- Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff
- Speak to school staff about any concerns. No adverse comments about children, staff or the school should be posted on digital platforms sites such as WhatsApp, Instagram, Facebook, Twitter, etc.
- Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that
- Make sure that my child completes their homework on time, and raise any issues that my child has with their teacher
- Read and follow the school's policies and procedures
- Treat all members of the school community with care and respect
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- Read all communications sent home by the school and respond where necessary

Child's

Name: _____

Signed: _____

[Parent]

Headteacher:





Local Visits

During the time your child is at our school, various off site activities will possibly take place as part of the Year Group topics. This may involve the children walking to places within Romsey.

We need your permission to take your child off the school site and would therefore ask you to sign and return the slip below in connection with these trips. You will be given advanced notice of where and when any trips are to take place.

This only relates to walks within the local area, any other visits further afield necessitating a coach journey will require a separate permission slip and you will be notified accordingly.

Child's Name (in full):

I give permission for my child to leave the school premises to attend off site activities in the local area whilst at Cupernham Infant School.

I understand I will be given advanced notice of any visits.

Signed: _____
Parent/Guardian)

Dated: _____



School Books

Child's name: _____

Class: _____

I should like my child to borrow books and I undertake to be responsible for each book when it is borrowed.

Should a book be lost or damaged I will inform the school and either pay a minimum of £7.50 or buy a replacement copy.

Signed: _____
(Parent/Guardian)

Dated: _____



Tasting / Allergies Form

Child's Name: _____

Class: _____

I **do** / **do not** give my permission for my child to participate in tasting and testing activities related to food.

**He/She has no known allergies.

**He/She has the following food allergies:

Signed: _____
(Parent/Guardian)

Dated: _____

** delete as appropriate

Ethnic background record form

(based on the new national population Census ethnic categories)



Pupil's name

Class/Form

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

White

- ◆ British ☐
- ◆ Irish ☐
- ◆ Traveller of Irish Heritage ☐
- ◆ Gypsy/Roma ☐
- ◆ Any other White background ☐

Mixed

- ◆ White and Black Caribbean ☐
- ◆ White and Black African ☐
- ◆ White and Asian ☐
- ◆ Any other mixed background ☐

Asian or Asian British

- ◆ Indian ☐
- ◆ Pakistani ☐
- ◆ Bangladeshi ☐
- ◆ Any other Asian background ☐

Black or Black British

- ◆ Caribbean ☐
- ◆ African ☐
- ◆ Any other Black background ☐

Chinese

☐

This information was provided by:

Parent

☐

Pupil

☐

Any other ethnic background

☐

I do not wish an ethnic background category to be recorded

☐

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

Guidance on ethnic codes



How do I classify myself?

White

- **British:** a white person who was born in, or whose forbears originated in the United Kingdom (Scotland, England, Wales, Northern Ireland).
- **Irish:** a white person whose forebears originated in Eire (Southern Ireland).
- **Traveller of Irish Heritage:** a Traveller whose forebears originated in Eire.
- **Gypsy/Roma:** a person with Gypsy Roma descent only.
- **Any other White background:** a white person whose forebears originated in countries other than Britain such as other European countries, Australia, Canada etc.

Mixed

- **White and Black Caribbean:** a person whose forebears originated in the categories defined as 'White' (see above) and categories defined as 'Black Caribbean' (see below).
- **White and Black African:** a person whose forebears originated in categories such as 'White' (see above) and categories defined as 'Black African' (see below).
- **White and Asian:** a person whose forebears originated from categories defined as 'White' (see above) and categories defined as 'Asian' (see below).
- **Any other Mixed background:** a person whose forebears are from any two distinct ethnic groups not previously identified as the 'Mixed' category.

Asian or Asian British

- **Indian:** a person whose forebears originated in India
- **Pakistani:** a person whose forebears originated in Pakistan
- **Bangladeshi:** a person whose forebears originated in Bangladesh.
- **Any other Asian background:** a person whose forebears come from any part of Asia not previously identified in the 'Asian' categories.

Black or Black British

- **Caribbean:** a black person whose forebears originated in a Caribbean country such as Jamaica, St. Vincent or Trinidad.
- **African:** a black person whose forebears originated in an African country.
- **Any other Black background:** - a black person whose forebears originated in any 'Black or Black British' background other than 'Caribbean' or 'African'.

Chinese

- **Chinese:** a person whose forebears originated in China or Hong Kong.

Any Other Ethnic Group

- **Any Other Ethnic Group:** a person who feels the above categories do not adequately define their ethnic origin.

I do not wish an ethnic background category to be recorded

- A parent or pupil can choose not to have their ethnic background recorded

Collection & Recording of Pupils' First Language - Guidance



I enclose a form asking about your child's First Language. This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.

If your child's first language is a language other than English, please record this language. The question is not about how well your child speaks English.

Please contact the school office if you would like help completing the form.

The information you provide will be held confidentially. It will be used to provide the school with better information about your child and help us to ensure that all children have the opportunity to fulfil their potential.

The information will not be published in a way that allows individual children to be identified and the information will not be used for any other purpose. From time to time this information will be passed to the Local Authority and the DfES to contribute to local and national statistics.

Information about your child's First Language will be passed on to any other school to which your child transfers to save you having to be asked for it again.

You can ask to check the information about your child's First Language at any time and, if you wish, to have the information changed or removed.

Thank you very much for your help.

Data Collection Form

First Language & Nationality



Pupil's name: _____

Class: _____

The first language is the language to which a child was exposed to during early development and continues to be exposed to this language in the home or in the community.

We recommend that parents should determine the first language for children at primary school.

The Information Commissioner (formerly the Data Protection Registrar) has advised that pupils aged 11 and over are sufficiently mature to determine their own status regarding the data covered by this guidance. For pupils aged between 11-15 years old, we recommend that decisions regarding a pupil's own identity are best made with the support and knowledge of their parent(s), in a family context. For pupils aged 16 and over, the pupil is expected to make his or her own decision.

The decision of a pupil aged 11–15 who is looked after by the local authority overrides that of the authority or the authority's designated carer

First Language is:

Nationality:- Please tick the appropriate box

Welsh ☐ English ☐ Scottish ☐

Irish ☐ British ☐ Other ☐

Refused ☐ Country of Birth.....

This information was provided by:

Please print name:

(parent/guardian)

Please return the form to the school office.

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

Using images & Video

Multimedia consent form (Sept 2025)



To **Name of the child's parent or guardian:** _____

Name of child: _____

School: _____

Occasionally, we may take photographs or produce videos for business purposes that include our staff and pupils. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on our social media or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile events. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please read the permissions below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

***Please sign to give your permission to the following:-**

We may use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?

We may we use your child's image or video on our website?

We may record your child's image on video or webcam?

You are happy for your child to appear on Social Media sites used by the school e.g. Instagram/Facebook?

Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK European law applies.

Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award. No names at any time will be linked to a face.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent can be withdrawn at any time in writing.
10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
11. If we wish to retain any images or video for the schools historical archives, we will sought written permission from a child's parents with full and transparent reasons to support the request.
12. After a cohort leaves the school we will archive students work for a period of one year. This will securely be stored and hidden from open view on the school network. Parents of students can request evidence of a child's work for up to one year after that child's cohort has left the school by submitting a Subject Access Request (SAR) via the school office. After the archive year has passed students data will be completely removed from the school network and become unrecoverable.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.
(September 2025)

***I have read and understood the conditions of use and Do / Do not give my consent for my child's image/s & videos to be used as described above.**

Your signature Date

**Your name (in block capitals)
(September 2025)**

Privacy Notice for Parents and Pupils (How we use personal information)



Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Cupernham Infant School collects and uses pupil information to comply with legal obligation and protection of vital interests

Where data processed is special category data (for example data concerning health) it is used as necessary to perform the task in the public interest and our official functions.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data until the child transfers to another Local Authority Primary or Secondary School in Hampshire, or until they are 22 years of age.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- Children's Services
- the Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech and language, CAMHS, EMTAS)
- SEND professionals or educational settings

Why we share pupil information:

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent

research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

- Cupernham Infant School/Data Protection Officer: Mrs Jen Turski & Ms Ali Wooldridge.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Cupernham Infant School/Data Protection Officer: Mrs Jen Turski/Ms Ali Wooldridge.

Children of Service Personnel in Education



It is now a Government requirement that we hold the information requested below on your child's file.

Please could you complete the relevant boxes below and return the form to the school office.

Child of armed services personnel

☐

Child of non service personnel

☐

This information was provided by:

Parent

☐

Pupil

☐

Signed:

(parent/guardian)

Please print name:

Child's name:

Travel Data



All schools that have a Travel Plan are required to hold the following information.

Please provide the mode of transport your child uses to come to school.

Please tick one box only.

Where a pupil uses more than one mode of travel for each journey to school, the mode for the longest element of the journey, by distance, should be recorded.

Where a child uses different modes over the course of a week please enter the mode used most. (e.g. walk 2 days, car 3 days, mode = car)

- | | |
|------------|--------------------------|
| Bicycle | <input type="checkbox"/> |
| Car / van | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> |
| Taxi | <input type="checkbox"/> |
| Car share | <input type="checkbox"/> |
| Public bus | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Signed: _____

Dated: _____

Child's name: _____

Class: _____

Agreed guidelines

Through our tapestry portal you will be able to see your child's journey - pictures of your child will appear on the site along with notes and information. These images could be as individuals/groups/classes or cohorts and shared.

Your Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys':-

As a parent I am happy for my child to appear on Tapestry Yes / No

As a parent I will.....

Not publish or duplicate any of my child's observations, photographs or videos on any social media site.

I am aware that the photos will contain images of other children and will not publish these in any form.

Keep the login details within my trusted family.

Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

Please note: if you choose not to agree to the above your child will not appear in any photos and you will be unable to receive photos of your child within the learning environment. No photo will be shared with other parents on tapestry and you will be unable to receive photos of your child within their setting. You will however still be able to receive info/messages.

I agree to the guidelines:-

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Email: _____

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using school equipment during specific times throughout the year.

☐



Attendance

The importance of attendance at Cupernham Infant School

We believe that for a child to reach their full educational achievement, a high level of school attendance is essential. We are committed to providing an education of the highest quality and work together to secure this for all our children. We endeavour to provide an environment where all children feel valued and welcome. Parents and children play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to children and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work.

Research shows that absence from school, for whatever reason, can disadvantage a child by creating gaps in learning, which affect a child's ability to succeed. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority. We will contact you if we have any concerns regarding your child's attendance. If your child's attendance level is falling towards 90%, then we will contact you to see if we can help. Please support us by giving your child the best opportunities through good attendance at school.

95% attendance means a child has missed 9 school days a year, if this continues across all 3 years they will have missed 27 school days. This is the equivalent to nearly a whole half term.

If your child's attendance is only 90% they are missing half a day a week (1 session), this equates to 40 sessions an academic year. This will have a significantly negative impact on their learning, progress and being ready for junior school and beyond. This is the equivalent of over a term's worth of learning. (Following figures relate to a curriculum year).



For a child to reach their full educational achievement a high level of school attendance is essential. For our children to take full advantage of the educational opportunities offered at Cupernham Infant School, it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence.

You can report an absence by calling the school office to speak to a member of staff (or leave a message – Option 1) on **01794 514494**. You can also email absence notifications to: **adminoffice@cupernham-inf.hants.sch.uk** You must state the reason for the absence and your child's name and class.

Punctuality

When your child is late, it is not only impacting on their attendance but also it is disruptive to the rest of the class when they are settled and starting their lessons. Arriving late at school means that your child is missing vital learning time, whilst 5 minutes here and there might not seem like a big issue, it soon adds up and being 5 minutes late every day adds up to a huge 3 days being lost over the academic year.

Registration Process

08:50	The classroom doors open and the school day begins.
09:00	Classroom doors close and the school day starts. The register is taken. Any children arriving after this time will need to go through the school office and will receive a Late mark (before registers closed) on their attendance record.
09:11	Any children arriving after this time will receive a Late mark (after registers closed) on their attendance record. This is an unauthorised absence (U)
09:30	If a child is not in school and there has not been any contact from parents to explain the absence, the office will telephone or send a text message asking for parents to inform us.
10:00	If staff have been unable to speak to parents to verify the child's welfare, the Headteacher, Attendance Officer and/or Family and Child Support Co-ordinator will be notified and if necessary visit the family home to satisfy themselves that the child is safe.

Responsibility

Every child has a right to access the education he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Every opportunity will be used to convey to children and their parents or carers the importance of regular and punctual attendance. As a parent/carer you have a legal duty to make sure your child receives a full-time education and comes to school regularly. If you are finding it difficult to get your child to school you must speak to the class teacher and/or Mrs Richardson. We will be able to help you.

Medical Appointments

Where possible, medical and dental appointments should be arranged for the end of the day, not the start of the day. Arriving late, even after a medical appointment, is unsettling not just for your child, but also the rest of the class.

Family holidays/school holidays (and Penalty Notices)

Children have 13 weeks annual holiday from school and school holiday dates are published well in advance online. As such, all parents/carers are expected wherever possible to plan and take their family holidays at this time so as not to disrupt their children's education. Education law states that parents do not have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a Headteacher grant permission for leave; and it is the Headteacher's decision on whether the absence is exceptional and how many days to approve.

Parents/carers who take their child out of school without the absence being agreed and authorised by written permission from the school can be issued with a penalty fine.