

Celebratory news from across the Koinonia Federation



## Newsletter

### Message from the Federation Executive Co-Headteachers

We have had such a successful start to the new academic year. We would like to thank all the families for supporting their children and the Federation. After 8 weeks of hard work and determination, we have now reached the end of our first half term.

While it probably seemed such a life change for Reception, Year 7 and Year 12 students, we are pleased to say that they have all settled in well and are now firmly part of our Koinonia Federation family.

We were very proud at the start of this term to have three of secondary phase students attend the Greatness in Greenwich awards. They achieved exceptional GCSE and A level grades in the Summer and we are so pleased that their hard work and talent has been recognised. Once again, our GCSE results for English and Maths were above national average and we are looking forward to our next cohort of Year 11s attaining another positive set of results.

Please do take the time to read through the numerous successes that have taken place this half term.

It has been so wonderful to see such great achievements from Early Years through to the Sixth Form.

We hope you enjoy the week ahead and we look forward to seeing all students back at school on Monday 4<sup>th</sup> November at their normal start time. Please make every endeavour to start the new half term on time.

Have fun and stay safe.

With best wishes,

Mrs Claire Harrison and Mrs Victoria Wainwright



# PRIMARY

## Harvest Festival 2024

### PENINSULA

Harvest Festival at the primary Peninsula campus was celebrated on Monday 7<sup>th</sup> October.

We are extremely grateful for the contributions received from our families and hope it goes some way in making a difference to the lives of those in our community.

Mrs Ajayi



### WOOLWICH

At Woolwich campus we had our Harvest Festival celebration at St Mary Magdalene Church. Rev Jesse and Rev Dom led us in the service. The children sang and prayed about everything they were thankful for and all our gifts.

We were grateful for all the donations from parents and carers, these were shared with the church and Greenwich Food bank.

Miss Trainor



### CHRIST CHURCH

This year all the children at Christ Church Primary School, took part in the Harvest Festival. The whole school walked down to our local church, Christ Church. Everyone brought a tin or packet of food to share and added them to the class Harvest boxes. Rev John and Reverend Dominic, our chaplain, led a very exciting service, enacting the parable of the sower with lots of actions, helped by all the pupils.

Rev Dom and Rev John led the prayers and talked about thanking God for the harvest, and about how people in our community appreciate being remembered at this time of year. He reminded us that everyone needs help at one time or another and sharing food is a way in which we can help those in need at the moment and that this was a great way of showing Courageous Advocacy.



The children sang our four songs with a real passion which the parents enjoyed immensely. It was a lovely service.

Mr Ermellino

# PRIMARY

## EYFS at Woolwich

We would like to thank all Parents and Carers who have been joining in our first Early Bird Reading sessions in Nursery and Reception.

We hope to see more families coming in to our classes every Friday from 8.40am-9.00am as parental engagement contributes to accelerating children academic progress.

Mrs Eggleston



## Macmillan – Peninsula Campus

We were part of the Macmillan movement and hosted a cake sale, raising money for Macmillan Cancer Support on Friday 4<sup>th</sup> of October.

We raised £134.10 for the charity. Many thanks to the generosity of our parents and families for support people living with cancer.

Mrs Ajayi



## Macmillan – Woolwich Campus

Thank you to all the parents and children who donated and brought cakes to help raise money for Macmillan cancer research.

You have helped raise £119.30 and thank you to Esther, Chisom, Richard and Israel in Year 6 for their help to sell the cakes.

Ms Thomas



# PRIMARY

## Cut Your Carbon Month 2024

"Cut Your Carbon Month 2024" is an exciting initiative by Eco Schools, running throughout November, designed to inspire students, to take meaningful action against climate change. This month-long campaign aims to raise awareness about the importance of reducing carbon footprints. Throughout the month, St Mary Magdalene will be involved in various activities such as energy-saving challenges, waste reduction projects, and sustainable travel initiatives. These hands-on experiences allow students to learn about the impact of everyday actions on the environment and to explore innovative solutions for minimizing carbon emissions.

Together, through small, manageable changes, we can make a significant impact on the environment, creating a greener, more sustainable world for future generations.

#CutYourCarbonMonth2024

Each week, the Year 4 Eco-Warriors team will visit classrooms and tally up the results of how many pupils had participated in the cut your carbon challenges. They will then report to Miss Augustus who will name the class winners during the Friday Celebration collective worship. The winning class will receive a certificate and a prize.

Miss Augustus

Here is what you can do!



1. Make 5 miles of travel 'active'



2. Go plant-based for a day



3. Turn down the heating by 1° for a week



4. Buy nothing new for 1 month



5. Substitute 4 baths for 4 showers and limit them to 4 minutes



6. Switch off all non-essential electrical devices for an hour

### November is Cut Your Carbon month!

Eco-Schools is challenging young people across the UK to take action on their carbon footprint. Completing these 6 simple actions with family and friends will raise awareness, change behaviours, and Cut Your Carbon - a greenhouse gas responsible for driving climate change.



find out more!

So grab a magnet, stick this checklist to your fridge, and take action!

Throughout November...

- 1 Make 5 miles of travel 'active'.** Did you know, a petrol car creates around 1kg of carbon dioxide equivalent emissions (or 'CO<sub>2</sub>e') every 5 miles? 'Active Travel' - such as walking, scooting, wheeling, or cycling - doesn't emit anything! So, we're challenging you to make 5 miles of travel active. Whether it's a single 5-mile trip, or five 1-mile trips... ditch the drive!
- 2 Go plant-based for a day.** Meat production is responsible for around 14% of the world's greenhouse gas emissions. Choose a day to go plant-based and discover how delicious cutting carbon can be! By switching from a meat-based diet to a plant-based diet, for just one day, you can reduce your emissions by nearly 3kg CO<sub>2</sub>e.
- 3 Turn down the heating by 1° for a week.** Heating is the biggest source of carbon emissions in many homes. So pop on a jacket and drop the thermostat by 1°. Completing this challenge could prevent an additional 6kg CO<sub>2</sub>e!
- 4 Buy nothing new for 1 month.** The production of every item that you buy has a carbon footprint. Write a list of every non-essential item that you bought for was bought for you last month. Put them into categories - e.g. clothing, toys, or cosmetics - and don't buy anything from one of these categories for 1 month. If you purchase 5kg less stuff during the month, you can save an average of 6kg CO<sub>2</sub>e.
- 5 Substitute 4 baths for 4 showers and limit them to 4 minutes.** Cleaning and pumping water to our homes creates carbon emissions. So does generating energy to heat it. This means that shorter showers are good for our planet! Limiting 4 showers to 4 minutes will save around 1.5kg of CO<sub>2</sub>e. We recommend using a 4-minute song as a timer that you can sing-along to!
- 6 Switch off all of your non-essential electrical devices for an hour.** Electricity can account for 25% of your home's carbon footprint. Think about when your family uses the most unnecessary electricity, maybe you're gaming, or perhaps watching TV! At that time, turn off all non-essentials for 1 hour and do something device-free!

COMPLETED BY \_\_\_\_\_



[www.eco-schools.org.uk/cut-your-carbon/](http://www.eco-schools.org.uk/cut-your-carbon/)



# PRIMARY

## Neasden Mandir

On the 23<sup>rd</sup>, 24<sup>th</sup> and 26<sup>th</sup> September, Year 5 pupils from all of our campuses went to Neasden Mandir (Hindu temple) as part of the City Makers project and their 'Amazing architecture' topic.

Pupils visited the Mandir which was beautiful and the pupils really enjoyed the experience.

Ms Mittra



## St Mary's Garden

Year 1 went on a local walk from St. Mary's Garden to St. Mary Magdalene's church.

We completed some field work making primary observations of our local area – identifying human and physical features. We devised maps using a simple map key – identifying symbols from map keys using older aerial maps of the local area. Then we recorded data using tally charts.

Miss Shah and Miss Okungbowa



## PEN Primary Reading Certificates

Joel and Lucas got the first set of reading certificates this school year and went shopping with Mrs Ajayi.



# PRIMARY

## Deptford Market

As part of their World Kitchen Unit. The children in Year 2 at Christ Church went on a trip to Deptford Market to explore all the different types of food that can be purchased there.

They bought ingredients and used them to cook jollof rice when they came back to school.

Ms Reid



## Minecraft

Year 5 at CC were lucky enough to attend a Minecraft workshop at the News Building in London Bridge. Before the workshop, each child was given a bundle of 9 Minecraft books to keep – they were very lucky! During the workshop, the children were asked to design a new book – which was actually organised to help the Minecraft Team to develop their new product, so watch this space, you may see our work on the shelves in Waterstones! At the end of the workshop, the children were given the chance to see exclusive material that has not been released yet, and give feedback on it.

It was a lovely day – even being in the building was a great experience as we got to see the Talk Sport studios, live radio being broadcast, the publishing offices and even the canteen!



# PRIMARY

## Making a Cake

In year 1, we have been learning about following instructions and writing sets of instructions in our English lessons. One of the instructions was on how to make a cake.

We worked as a team, followed the instructions (we had drawn using our story map). We ensured all the ingredients and equipment needed to make a cake were available. Then we took it in turns to mix the ingredients.

The final outcome was a scrumptious sponge cake and we got to take it home to eat and enjoy!

Miss Shah and Miss Okungbowa



## Teddy Bear's Picnic

In year 1, we have been exploring our theme 'Where's My Teddy?' Children wrote different types of invitations and one of those included an invitation to their teddy for a picnic. They brought in their teddies, different snacks and drinks to celebrate.

Everyone had a great time and we finished off our picnic with some music and dancing.

Miss Shah and Miss Okungbowa



# PRIMARY

## London Eye Trip

In Year 5 the children's learning has been around the theme of Amazing Architecture. They have also been reading the London Eye Mystery. To bring this learning to life the children went on a trip to the London Eye.

They had a great time spotting all of London's major landmarks from high up in their pod on the London Eye.

Ms Reid



## Gurdwara

Year 6 have been learning about the Sikh religion this half term. To enrich this learning the visited the Ramgarhia Sikh Gurdwara in Woolwich.

The children thoroughly enjoyed visiting this place of worship and learning more about the religion.

Ms Reid





# PRIMARY

## Lantern Making Workshop

During 9<sup>th</sup> – 11<sup>th</sup> October, primary and Year 7 students from across the Federation in collaboration with the Greenwich Peninsula participated in a series of lantern-making workshops. The workshops were led by Pragya Kumar, from Artiday.

As a part of lantern making the children learnt about the traditional art form from India and decorated their lanterns based on this art.

We are excited to announce that students who took part in the workshop are welcome to take part in the 'Illuminate the Peninsula' Diwali Lantern Parade, on Saturday, 2nd November, at approximately 18:00 - 19:00.

All families, friends and the wider community are welcome to take part in the parade in November 2nd and get to see the lanterns made by our students.

Ms Anderson



# SECONDARY

## Jack Petchey Awards

We are excited to announce that several of our talented students were recently honoured at the prestigious Jack Petchey Awards Annual Event, celebrating their outstanding achievements and contributions to the school community. These students have demonstrated exceptional leadership, dedication, and positive impact, making us all incredibly proud.

Accompanying the students was Ms. Haque, a dedicated member of our staff. She was also recognised with the esteemed Leader Award, nominated by our students themselves. Ms. Haque's commitment to going the extra mile and unwavering support for the young people in our school has made her an inspirational figure. Her passion for helping students succeed is truly deserving of this recognition.

Congratulations to all of our award recipients!

Ms Liagki



# SECONDARY

## Poetry by Heart Competition

We have an exciting opportunity this year for all Year 7s to take part in the Poetry by Heart competition where students are all required to learn a poem by heart and perform this.

All Year 7s have been entered and will have a task from now till the 6<sup>th</sup> December to have selected a poem and be able to recite from memory.

Students will have support from their English and Drama teachers.

Students will perform their poems in the last two weeks of December and from each Family Group a winner will be picked.

The winners will then perform to our English & Drama teachers and the winner will be selected to represent our school in the National Poetry by Heart Competition.

Ms Liagki

## Oxford Trip

Four of our Year 13 students visited Oxford University for a campus tour, eager to experience the prestigious institution firsthand. Jummy, Maya, Charlie, and Muqtadir, each with different academic interests, were excited to explore the historic university. As they arrived, the impressive architecture and lively atmosphere immediately captured their attention. The four were lucky enough to attend sample lecture, interview prep sessions and tours of various landmarks around the colleges.

Throughout the day, they asked questions about student life, admissions, and the academic challenges. By the end of the tour, the group left inspired, motivated to work towards joining the vibrant and intellectually stimulating community Oxford offered. We look forward to supporting these students with their Oxford application.

Mr Marshall

## Axiom Maths Circle



We have an exciting new addition to the maths department this year. A small group of year 7 students have been invited to join our new Axiom Maths Circle!

The Axiom maths programme is designed to challenge the top mathematicians in the Koinonia Federation with stimulating questions and ideas in a small group each week. It has been wonderful to see these bright students working together to grapple with problems beyond the maths curriculum.



In the first three sessions, they have already demonstrated an adventurous approach to mathematics and their ability to collaborate and articulate their ideas has been particularly impressive.

I look forward to seeing their progress individually and as a circle over the course of the year.

Mr Todd

# SECONDARY

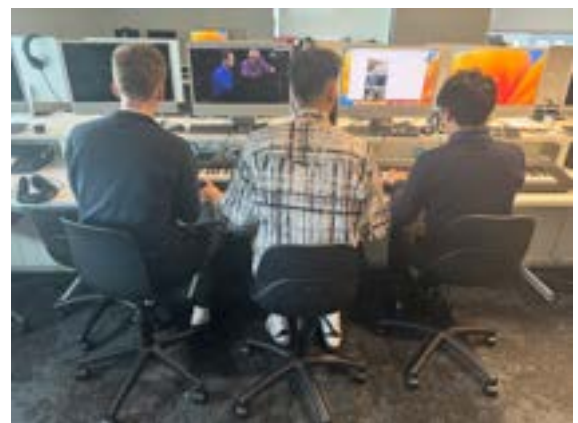
## Performing Arts

London-born, New York-based jazz saxophonist Ruben Fox visited us before heading back to New York for the winter. During his visit, he worked closely with our Year 13 students, who are currently studying improvisation, and also delivered 1-on-1 performance clinics with our GCSE students, offering valuable support and guidance on their performance skills. Throughout the day, Ruben treated us to several performances, including a special joint number with the choir and a group of St Mary Magdalene instrumentalists.

'It was a pleasure seeing Ruben, Sir has showed us his performances online and I was fortunate to see him play at an event over the summer. Seeing him play in person and performing with him was a great experience' - Caleb Akinade, Year 11

Over the summer, several of our students participated in a two-week course with Kinetika Bloco at the Southbank Centre. Kinetika Bloco is a youth music charity, featuring a vibrant mix of young brass and woodwind players, drummers, steel pan musicians, and dancers in full carnival-inspired costume. Since the Summer School, our students have performed at a variety of events, including the Notting Hill Carnival and a special performance at Nike headquarters. During the October half term, they will be rehearsing in preparation for an exciting performance at the London Jazz Festival in November. On Thursday afternoons, Music, Dance, and Drama are rehearsing in preparation for our upcoming Christmas service and Culture Days. If your child is interested, please encourage them to attend. There are some very exciting opportunities on the horizon for our students!

Mr McInnis



# SECONDARY

## Greenwich Progression Fair

The sixth form team exhibited at the annual Greenwich year 11 progression fair, where we had the chance to meet every year 11 in the borough. Here we were able to market our institution, advise prospective students and network with other local schools and institutions.

Mr Marshall



## Sixth Form UCAS Applications

In the sixth form we have had our first UCAS university applications sent off. Three of our students have applied for Cambridge, several for medicine and we have some early entries for a range of subjects.

Several students have already received some fantastic contextual offers, including one for Politics at Warwick and another for Accounting at Nottingham.

We look forward to continuing the process and appreciate the support from all staff who are involved in the process.

Mr Marshall

## Orwell Award

We are delighted to share that Maximilian S (Y11 leaver September 2024) has gained a place at Elton College. Elton College has a worldwide reputation as a centre of academic excellence.

It was Maximilian's hard work, dedication and resilience throughout his time at SMM that gave him the opportunity to successfully apply for the highly competitive Orwell Award. Maximilian achieved an outstanding set of GCSE results including 8 Grade 9s and 5 grade 8s.

We wish Maximilian every success in the future and look forward to him visiting SMM very soon!

Mr OBrien



**Orwell Awards:** D Barnes (Sanders Draper), J N J Cummings (Woolwich Polytechnic School for boys), J M Fernandes (Salvatorian College), A B Ferreira (Ark Pioneer Academy), O Furgala (Holmes Chapel Comprehensive School), J J Garbett (Summerhill School), J H Hodgson (All Hallows Catholic High School (Preston)), Z Hussain (Mulberry Academy Woodside), A H Iqbal (Kings Langley School), D B Patel (Bishop Stopford School), M B Slowinski (St Mary Magdalene C of E Secondary School), M I Tahir (The Royal Liberty School).

# SECONDARY SPORTS UPDATE

## Basketball

Our Y10 Basketball Team played their first fixture of the season vs The John Roan and narrowly lost out 32-26 in what was a great game! Well done to all the boys who represented the school brilliantly.

MVP: Joshua Ehis G

They have a busy schedule with more fixtures coming up. Training will continue to be every Tuesday with Mr Lawrence until 4:45pm.



## Football



Our Y10 Boys Football Team started their season with a 5-3 victory over Leigh Academy Blackheath in the first round of the Blackheath Cup! They will now face The John Roan in the next round.

Goalscorers: Toks Ox3, Kaylum M x1, Nasharne O x1.

PoM: Toks O

Training will continue to be every Tuesday with Mr Mudge until 4:45pm.

## Girls Flag Football

Our Y10 Girls Flag Football Team have been training hard and competed in their first tournament of the season.

They were excellent and finished second overall. They were fortunate enough to meet the New York Jets NFL Team and watch them practice for their 'London Games' NFL match in the UK.

The girls have impressed so much that they have now also been invited to help coach at two primary school tournaments.

Training will continue to be every Wednesday with BigKid until 4:45pm.



## Girls Football CAFC vs THFC



The Girls Football players were rewarded for their hard work and dedication with a trip to watch Charlton Athletic Women vs Tottenham Hotspur Women at The Valley Stadium. The score finished 1-2 to Tottenham and was an excellent experience for them to see the professional women in action.

Training will continue to be every Thursday with Miss Hinds until 4:45pm.

# GENERAL INFORMATION

## KIDS EAT FREE OR FOR £1 DURING OCTOBER HALF TERM

### **TGI Fridays**

At TGI Fridays, children can indulge in complimentary meals. Simply order an adult's main course, and receive a free kid's meal. This offer is available all day, every day for both new and existing Stripes Rewards Members. Simply download the app. **Available for kids up to and including 12 year olds.**

### **Morrisons**

Kids can eat free at [Morrisons](#). You can enjoy a free kids meal when you purchase any adult meal at £5 or more. Kids get one free meal, including fruit and a drink. **Offer valid for children under 16** and excludes Café specials. Kids meal must be from Café kids menu or chilled kids snack pack.

### **Asda**

Asda has announced that its widely loved 'Kids Eat for £1' café meal deals will now be available year-round at over 205 Asda Cafés, extending beyond just school holidays. Moreover, children purchasing the hot £1 meal deal will also receive a complimentary piece of fruit, such as an apple, pear, or banana. Additionally, Asda Cafés provide an alternative option with a £1 cold pick and mix selection, comprising a sandwich, drink, and piece of fruit.

### **IKEA**

Kids eat from 95p at IKEA. Your little ones can enjoy Kids Mac and Cheese and a soft drink for 95p or any other Kids Meal for £1.50.

### **Pizza Hut**

This half term, enjoy Pizza Hut's free kids buffet when you spend £10 on food using code SPOOKY. Available every day until 3pm, kids get unlimited pizza, pasta, and salad, with no waiting to order or dishes to wash! For just £2 more, add bottomless soft drinks and unlimited ice cream. Valid for dine-in from 14 October to 5 November 2024.

### **Harvester**

Kids Eat for £1 is back at Harvester! From Monday to Friday until November 1st (excluding bank holidays), download the Harvester app and treat the family for less with this smiles-all-round voucher. Plus, you'll gain direct access to all of their other offers.

### **Toby Carvery**

This October half term, Kids Eat for £1 at Toby Carvery from Monday 14th October until Friday 1st November. That's right, it's available all October half term, Monday to Friday. Download the app for the QR code.

## USEFUL MONEY SAVING WEBSITES

### Olio

Share more, waste less

<https://olioapp.com/en/>

### Too Good To Go

Save good food from going to waste

<https://www.toogoodtogo.com/>

# GENERAL INFORMATION



## THE DROP

UKF x YUAF x RIOT NOISE

DRUM & BASS TAKEOVER

TUESDAY 29TH &  
WEDNESDAY  
30TH OCTOBER

GREENWICH PENINSULA

2PM - 8PM

THIS is your chance to be a part of something BIG.

Dive into music workshops, DJ sessions, & get inspired by the best in the industry. Expect high-energy sessions & masterclasses

**THIS COMING  
TUESDAY &  
WEDNESDAY**

### THE LINE UP:

- ANAIS
- CHARLIE TEE
- DJ JACKUM
- DAIN
- HARDISTY
- FLAVA D
- SHOSH + SUBTEN
- SHARPSON

**SIGN  
UP  
HERE**





# GENERAL INFORMATION



## Parent Questionnaires

Attached is a link to questionnaires which we would like you to send out to all families with children in your schools who have an EHCP or are on the SEND register. The questionnaires are short to complete, but are a vital way that we can engage with families as widely as possible. We would like to ask you to support families where you can to access via Phones/laptops etc.

[https://forms.office.com/Pages/ResponsePage.aspx?id=Y\\_ly5kY\\_EUGqXNVBJvIRBajgg7m2HXdKnXEm0woxNPRURFM5UkhNWUhsTzdDSVZYMkdKQkNBODVNVC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Y_ly5kY_EUGqXNVBJvIRBajgg7m2HXdKnXEm0woxNPRURFM5UkhNWUhsTzdDSVZYMkdKQkNBODVNVC4u)

We will be engaging directly with families at a later point within the process, so if any parent would like to be involved there is a route at the end of the questionnaire or you can inform us directly.

In our last communication, we said we would be sending questionnaires for children, but after reviewing what we did to develop the strategy, it has been decided to focus on workshop sessions with them. More to follow about that in a future newsletter .



## We're using Arbor's free Parent Portal and Arbor App



### Why we've chosen Arbor to help us manage our school.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school.

The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way.

You will need to log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go! The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

### How to get started?

Download the app using the QR codes below, from Google Play for android users or Apple App Store for Apple users.

Use the email the school contacts you on and your child's DoB to login in.

### Main features:

- **Real-time access:** to all your child's information.
- **Communications:** All announcements and updates will be communicated to you through Arbor.
- **Attendance Tracking:** You can monitor your child's attendance records, helping you to ensure your child is attending school regularly and addressing any concerns promptly.
- **Academic performance:** You will be able to access detailed reports and insights into your child's academic performance.
- **Booking Events:** including booking and changing clubs, trips and your parent's evening slot.
- **Payments:** make all payments in one place.
- **Secure Access:** Online security has never been more important, and Arbor MIS ensures secure and private access for you.



If you still can't login, please email our offices on [info@koinoniafederation.com](mailto:info@koinoniafederation.com) or visit reception for help.



## ATTENDANCE

### *An information leaflet for parents and carers*

"Koinonia Federation recognises that positive behaviour and good attendance are central to raising standards of pupil attainment.

Regular school attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances."

#### **What should I do if my child is absent from school?**

By law, schools must record absences and the reasons given.

You are therefore required to contact school, immediately, if your child has to be absent, using the details provided.

If your child is absent due to illness, any evidence to support their inability to attend school, due to ill health, that you are able to provide, will be recorded and assist the Headteacher in deciding whether they can authorise the absence or not.

The Headteacher via the school office, should be informed in writing of absences known in advance, such as medical/hospital appointments, providing a copy of the appointment letter.

If you want to request a longer absence-which may or may not be authorised (see-overleaf) – please use a Leave of Absence form available from the school office.

#### **September 2024**

For all children to gain the greatest benefit from their education, it is vital that they attend school regularly and on time, every day that the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with Government and Local Authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their own child's attendance record and the impact that this is having on their education.

The school's Attendance Policy is published on the school website, or is available from the office. We are always pleased to support pupils and their families to ensure regular attendance at school.

If you are experiencing difficulties in ensuring your child's regular school attendance, communicate with the schools Attendance Lead, who will arrange to meet with you to address supportive measures to improve school attendance.



### **Understanding different types of absence**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required and is a legal requirement.

**Authorised absences** are mornings or afternoons away from school for a good reason like illness, medical or dental appointments which unavoidably fall in school time, as well as emergencies or other unavoidable cause.

**Unauthorised absences** are those which the school and governors, following Government regulations, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions in the form of penalty notices and/or legal proceedings.

#### **Unauthorised absence includes:**

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- truancy before or during the school day
- absences which have never been properly explained.
- children who arrive at school too late to be registered (30 minutes after the register opens);
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments.
- their own or family birthdays;
- day trips;
- holiday in term time, including any arranged by other family members or friends.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.

### **Holidays in Term Time (Unauthorised Leave of Absence)**

**There is no entitlement in law for pupils to take time off during the term to go on holiday.**

The law specifies that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances." The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

Exceptional circumstances are considered on a case-by-case basis.

If you feel that your request for leave of absence is exceptional, please complete the 'Leave of Absence Request Form' and give it to the school office for the attention of the Headteacher.

You will be invited into school, to discuss the matter and be informed in writing of the outcome.

**The Department for Education has introduced a new statutory national Framework, that all schools in England must follow.**

- There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.

### **Attendance Policy QR Code**



# Penalty Notice Fines for School Absence Have Changed

A National Framework for Penalty Notices, has been introduced by the Department for Education and came into effect on the **19<sup>th</sup> August 2024**.

## There is Now a National Threshold

There will be a single consistent **national threshold** for when a penalty notice must be considered by all schools in England, of **10 sessions** (usually equivalent to 5 school days) of unauthorised absence, within a rolling **10 school week** period.

For example:

- a **5 day** holiday in term time (term time leave), would meet the national threshold.
- **5 days** of unauthorised absence due to irregular school attendance, would meet the national threshold
  - The 10 school week period can span different terms or school years.

## Who May Be Issued with a Penalty Notice?

### Penalty Notices are Issued Per \*Parent, Per Child

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example:

- 3 siblings absent for term time leave, would result in each parent who allowed the absence, receiving 3 separate fines.

### First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance, the fine amount will be:

- £80 per parent, per child, if paid within 21 days.
- Increasing to £160 if paid between days 22-28.

### Second Offence (within 3 years)

The Second time a Penalty Notice is considered and issued for term time leave or irregular school attendance, the fine amount will be:

- £160 per parent, per child, payable within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular school Attendance, a Penalty Notice will **not** be issued.

- The case will be referred to the Magistrate's Court for consideration.
  - Upon Prosecution a parent can receive a criminal record and a fine of up to £2,500.

If you are experiencing difficulties in ensuring your child's regular school attendance, you are advised to speak with the Attendance Lead in your child's school, to address any support needs.

\*Parent is defined as the natural parent, the person with whom the child lives and/or has day to day care of the child