



September
2016

St Thomas More's Catholic Primary School
Success, Opportunities and Stewardship

Data collection pack

The name of my child is:



Please complete and return this pack to the school office no later than Friday 27th May 2016.

**St Thomas More's Catholic Primary School
Hooks Lane, Bedhampton, Havant, PO9 3DR**

023 9247 5909

Email: adminoffice@st-thomasmores.hants.sch.uk

Data collection pack 2016-17

Please ensure that you have signed, completed and returned all the forms in this booklet by **Monday 30th May 2016**.

If any of your child's details change, it is important that you inform the school office immediately.

If you require any assistance, please contact the school office by calling 023 9247 5909 or emailing adminoffice@st-thomasmores.hants.sch.uk

ST. THOMAS MORE'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mr. Colin Flanagan



Hooks Lane, Havant
Hampshire, PO9 3DR

Telephone: (023) 9247 5909

Facsimile: (023) 9247 2050

e-mail: Headteacher@st-thomasmores.hants.sch.uk

Website: www.st-thomasmores.hants.sch.uk

DIOCESE OF PORTSMOUTH BUILDING FUND

Bishop Phillip, bishop of Portsmouth Diocese, has requested that all families attending a Catholic school in the diocese contribute to the Diocese Fund for school buildings. It is important to realise that St. Thomas More's is a Voluntary Aided School. This in part means that the school buildings are owned by the Diocese. The local authority pays for 90% of the upkeep; however support is needed for the fund so that the Diocese can make up the remaining 10%.

The request from the Diocese is that a contribution is made per child, but at St. Thomas More's we are asking that contributions are made per family.

Most parents choose St. Thomas More's over other schools in the area because of the school's Catholic ethos. It is in part due to the Voluntary Aided status of the school that the teachers are able to maintain that ethos which helps give the school its welcoming character.

Thus to help maintain and improve the school, each family has been asked to contribute at least £2.50 per month to the Diocese Building Fund.

The best way to contribute is by means of a monthly standing order; however the school office can also accept cheques and cash.

To make your contribution really count we also ask you to complete a Gift Aid declaration, as this will allow the school to claim a refund on the tax you have paid. This will further boost the value of the fund and make your contribution go significantly further.

We hope you agree that this request is for a small amount from each family on a monthly basis. If all families contribute this adds up to a large amount that can be used to improve the environment in the school for the children.

On behalf of the Governing body

ST THOMAS MORE'S CATHOLIC PRIMARY SCHOOL

School Code

Record No.

GIFT AID DECLARATION

Donor details:

Title _____ Christian Name(s) _____ Surname _____

Address _____

_____ Post Code _____

Are you making donations to any other school in the Diocese of Portsmouth? YES/NO

I want the Charity to treat all donations I have made since 1st April 2016 and all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations.

Signed _____ Date _____

NOTES:

1. If your declaration covers donations you may make in the future;

Please notify the Charity if you change your name or address while the Declaration is still in force.

You can cancel the declaration at any time by notifying the Governing Body – it will then not apply to donations you make on or after the date of cancellation, or such later date as you specify.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the Charity reclaims on your donations in the tax year (currently 25p for each £1 you give).
3. If in the future your circumstances change and you no longer pay sufficient tax on your income and capital gains to cover the tax that the Charity reclaims, you can cancel your declaration (see Note 1).
4. If you pay tax at the higher rate, you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the Governing Body. Or you can ask your local tax office for leaflet IR113 Gift Aid.

EMERGENCY CONTACT

**TO ENABLE US TO CONTACT YOU DURING THE SCHOOL DAY SHOULD THE NEED ARISE.
PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL:**

Child's Name _____

PARENT/GUARDIAN:

Name _____ Address _____

_____ Home Telephone Number _____

DAYTIME EMERGENCY CONTACTS (other than home):

	Name	Relationship	Tel. No. & Ext.	Place of Contact
--	------	--------------	-----------------	------------------

1st Contact

2nd Contact

Your Doctor's Name, Address and Telephone Number _____

MEDICAL INFORMATION

Please give any information regarding the health of your child which we may need to know (e.g. epilepsy, allergy to any substance or any illness which may need immediate medical attention.)

Parent's/Guardian's Signature _____ Date _____

'Information supplied on this form will be used by the Headteacher and the Staff for the management of the school. Basic information on the pupil will be supplied to local secondary schools in the pupil's final year and other schools on transfer. The School and Governors are registered under the Data Protection Act.' Feb'94

Eligibility for school lunches, school uniform, electronic devices and after school/holiday clubs and activities.

Currently, all children in Reception and Key Stage 1 will be entitled to have a school lunch every day, free of charge. This will be provided by HC3S, our chosen catering provider. Once children enter Year 3 however, parents will need to meet one of the eligibility criteria below.

In addition to school meals, parents may be entitled to a grant for school uniform. For more information speak to a member of staff or visit the Hampshire Children's Services Website.

If you meet any of the criteria below, the school may also be able to receive a grant to provide extra 1:1 tuition and electronic equipment, like laptops and tablet devices, or to fund afterschool/holiday clubs and activities.

If you think you fulfil any of the criteria below, please tick the box and we will do the rest. All information will be treated with the strictest confidence and will not be shared with any other party.

Are you in receipt of:

Criteria:	Yes/No
Income-based Job Seekers' Allowance	
Income-related Employment and Support Allowance	
Support under Part VI of the Immigration and Asylum Act 1999	
The Guaranteed element of State Pension Credit	
Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs ¹	
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit	

By providing the following information, the School can provide additional funding: (Pupil Premium)

Please answer the following additional questions:	Yes/No
Is either parent of the child (named on this booklet) a member of HM forces?	
Is the child (named on this booklet) in care and looked after by the local authority?	
If you answered yes to either additional question, please provide further details below:	

I meet at least one of the above criteria and would like my child _____ (child's name) to be considered for any additional funding he/she may be eligible for as a result.

Signed _____ (Parent/Guardian Signature)

Please note that it is only necessary to complete this form if your child has a food intolerance or allergy.



Medically identified special diets request form (Food intolerance and allergies only)

Childs name.....Age.....

School name.....

Parents Name.....

Date child moves up to Secondary School - September 20.....

Dietitian.....

Special diet requested.....

.....
Medical evidence is required for all items which need to be removed to
produce a special diet menu.

An epi pen held in the school is only sufficient evidence for the food it
relates to, ie: nuts.

Any additional items to be avoided in a combination diet must be
substantiated with medical evidence

Signature.....Print Name.....

Parent

Parent

Signature.....Print Name.....

Unit Supervisor

Unit Supervisor

Date.....

*A copy of this form should be held in the production kitchen and the
original sent to the Food Development Department at Eastleigh
Headquarters.*

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Jewellery

In the interests of safety, children should not wear jewellery to school. Exceptions may include Medical Alert bracelets/necklaces or a single, widely recognised, charitable wrist band. Small stud earrings are permitted only if the child can independently remove them for PE lessons and put them back in afterwards. If a child is not able to do so then small stud earrings may only be worn for six weeks after piercing, but must be covered by paper tape before school on P.E. days. This includes Non School Uniform days. A watch may be worn but will need to be removed for P.E. lessons. No make-up including nail varnish should be worn. Long hair should be tied back with very plain navy blue or white hair bands, bobbles or clips. Extreme hairstyles and colouring are discouraged.

I have read, understood and agree with the above policy.

Parent's/Guardian's Signature _____ Date _____

Name (in block capitals) _____

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Dear parent,

Collection and Recording of Pupils' Ethnic Background

I enclose a short form for you to fill in about the ethnic background of your child, as all schools are required to do by the Department for Education and Skills (DfES). Please read the description of "ethnic background" then tick the appropriate box on the form. The DfES recommends that this decision be made with the support and knowledge of the parent or guardian.

The information you provide will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. From time to time this information will be passed to the Local Education Authority and the DfES to contribute to local and national statistics. Information about your child's ethnic background 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 your child's information at any time, and, if you wish, have the ethnic background changed or removed.

Thank you very much for your help.

Yours sincerely,

Mr C Flanagan

Ethnic background record form (based on the new national population Census ethnic categories)

Pupil's name

Class

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.**

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

Any other ethnic background

I do not wish an ethnic background category to be recorded

This information was provided by:

Parent

(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 of 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 and Recordings of Children for Educational and Publicity Purposes at St Thomas More's School – Parental Consent Form

- When taking photographs or making recordings of pupils for educational and publicity purposes, the Data Protection Act 1998 states that we need to obtain the permission of parents or guardians.
- The consent given by you will be valid for the period of time that your child remains at the school, or returns to the school if a break in roll occurs.
- The school will not use full names (first and surname) of pupils to accompany images or recordings unless for good reason, for example, if a pupil has won an award.
- The school will endeavour to make sure that all images or recordings made of your child are stored safely and are only used in an appropriate and responsible manner.

1. The taking of Photographic Images and Making Recordings of Pupils.

The taking of photographic images and making of recordings of pupils by any or all, audio, visual, and audiovisual recording devices including (but not limited) film or digital camera; video camera; sound recording equipment; and other electronic devices; may occur during the educational life of all children at the school.

2. Press

The press are exempt from the Data Protection Act 1998, however they may be invited into schools or to external school activities to photograph or film pupils. Photographs or recordings taken or made in school or at external school activities may be given to the press to illustrate news articles.

3. Electronic and Postal Transfer of Images and Recordings

Images and recordings are often transferred between educational and press personnel by electronic means (e.g. email) or by post.

4. Websites

Images or recordings of a pupil, or groups of pupils, may be used on the school website. These images will then be in the public domain.

5. School Literature and Displays

Images of pupils may be used in school literature targeted at specific audiences (e.g. newsletters, school prospectuses, publicity). Images of pupils may also be used on school display boards and electronic display screens which may be viewed by any visitor to the school.

6. Images Taken and Recordings Made in Behalf of the School

The school may enlist the services of external agencies (e.g. photography companies, parents, media specialists) to take photographs or make recordings of pupils, on behalf of, and for use by, the school. The subsequent images and recordings will be treated as if they had been taken by the school.

7. The Taking/Making and Use of Images and Recordings by/for Third Party Educational Users

Other educational users (e.g. Havant Federation of Schools, Leigh Park Community Improvement Partnership, Havant and Waterlooville School Sport Partnership, and other local schools) may take/make images and recordings of pupils, and/or use images and recordings of pupils in a positive way in their own publicity, displays,

literature, and websites. The use of these images and recordings will be used in the same appropriate and responsible manner as if taken/recorded, and used, by the school itself.

8. Use of CCTV

Closed Circuit Television may be used by the school to ensure the safety of pupils, and the security of the site. Pupils may be monitored on camera during this process. The use of CCTV in a school does not need the consent of parents.

9. The Taking of Photographs or Making of Recordings by Parents

Parents can take photographs or make recordings of their children at a school event, as long as the parents have been invited to the event by the school, and the subsequent images or recordings are intended for their own family, or private, use. If images or recordings are given to any third party, including being uploaded to the internet, then Data Protection legislation may be contravened. The school may reserve the right to stop photographs being taken or recordings being made at particular events.

Giving Consent for Using Images and Recordings of children at St Thomas More's School for Educational and Publicity Purposes

As a parent/guardian **I give my consent** (for the period of time my child is at school) for: (see guidance notes)

1. The school to take photographic images and making recordings of my child.
2. The press to photograph or film my child in school or on external school activities, and for photographs or recordings taken or made in school or at external school activities to be given to the press to illustrate news articles.
3. The transfer of images and recordings of my child by electronic means or by post.
4. Images or recordings of my child to be used on the school website.
5. Images of my child to be used in school literature and on school display boards and electronic display screens.
6. External agencies to take photographs or make recordings of my child, on behalf of, and for use by, the school.
7. Other educational users to take/record images and recordings of my child, and/or use images and recordings of my child in their own publicity, display, literature, and websites.

Signature of Parent or guardian.....

Name (in block capitals) Date.....

As a parent/guardian **I do not give my consent** (for the period of time my child is at school) for: (see guidance notes above)

Signature of Parent or guardian.....

Name (in block capitals)..... Date.....

As a parent/guardian I understand that:
(see guidance notes)

8. Use of CCTV

Closed Circuit Television may be used by the school to ensure the safety of pupils, and the security of the site. Pupils may be monitored on camera during this process. The use of CCTV in a school does not need the consent of parents.

9. The Taking of Photographs or Making of Recordings by Parents

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I have read and understood the guidance notes.

Signature:

Name in Block Capitals:

Date:

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Dear Parents / Carers,

There are many opportunities for your child to do activities outside the school site. These include sporting or musical events, local walks in Hooks Lane and beyond, delivering mail and parcels to neighbours or parishioners. Many of these local visits can only happen if the weather is fine. It would therefore be helpful to have your permission for all such events throughout the time that your child attends St Thomas More's school – thus enabling us to plan according to the weather.

Any event outside the school has to be risk assessed appropriately and covered with the correct adult ratio for the age of the children and distance from school.

For educational visits where there is a financial voluntary contribution request or a visit beyond the hours of the school day an individual letter will be sent.

During the school year your child may take part in cooking or tasting activities. Please give consent below and inform of any allergies.

Yours sincerely



CF/mr

I give permission for my child to go on visits as outlined above.

I give permission for my child to take part in cooking and or food tasting activities as outlined above.

My child is allergic to _____

Parent's/Guardian's Signature _____ Date _____

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Dear Parents,

Occasionally children have 'accidents' at school where they require changing. If your child has wet or soiled himself/herself, then we have shower facilities available. Children usually require some adult support with this. If you are happy for one of the classroom assistants or another member of staff to help your child, then please sign the form below.

If you wish to review this at a later stage then please contact the school.

Yours sincerely,

Refusal of Permission to Assist With Cleaning a Child

I am willing for my child _____ to be assisted by a member of staff with changing and cleaning themselves.

Signed _____ (Parent) Date _____

OR

I do not wish a member of staff to assist my child _____ with changing their clothes or cleaning themselves. I want to be phoned to ask for help for my child. I realise that during this delay time my child will remain wet or soiled.

Signed _____ (Parent) Date _____



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The following declarations should be completed.

School Prospectus

I have received a copy of the School Prospectus.
(Please inform the office if you have not received a copy)

I am also aware that the latest School Prospectus is available on the school website.

Parent's/Guardian's Signature _____ Date _____

School Policies

I am aware that all school policies can be viewed on the School Website.
www.st-thomasmores.hants.sch.uk

Parent's/Guardian's Signature _____ Date _____

Home-School Agreement

I agree to the terms of the Home-School Agreement. This is included in the 'Everything you need to know about your child starting school' booklet.

Parent's/Guardian's Signature _____ Date _____

Road Safety Policy

I have received and understood the Policy – 'Road Safety outside St Thomas More's Catholic Primary School' and accept our part in keeping all the children safe. This is found in the 'Everything you need to know about your child starting school' booklet.

Parent's/Guardian's Signature _____ Date _____

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Year R and KS1 ICT E-safety rules (Pupil Acceptable Use agreement)

A copy of these rules can be found in the 'Everything you need to know about your child starting school' pack. Please share them with your child and discuss what they mean.

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign, to show that the e-Safety Rules have been understood and agreed. Your child can either write their name below or draw a smiley face if this is easier.

Pupil's Agreement

- I have talked about and I understand the school e-safety rules.

Pupil's signature: _____

Parent's consent for Internet access

I have read and understood and consent to the school e-safety rules and policy and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Parent's /Guardian's signature: _____ *Date:* _____

TUCASI COMMUNICATIONS INFORMATION

"Tucasi" is used as a financial system to process school dinners, school trips, extended school activities, etc, we have introduced their internet payment module to make it easier for parents to make payments directly. Tucasi have now introduced a Communications Module. The system will be able to extract information directly from our Schools Information Management System (SIMS) which will mean that any time you notify of a change of address, phone number or e-mail, both systems will be updated simultaneously. This will hopefully mean less chance of you not receiving information. Another positive advantage to using Tucasi Communications is that it will be able to extract information and generate e-mail invoices directly from the system, thus saving time and money.

You might also be aware that sending written information home can be rather "hit and miss" with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use not to mention the increasing cost of postage.

In order for you to receive information via the Tucasi communications system we need to collect up to date parent e-mail addresses and mobile telephone numbers and would ask you to complete the form below. All information supplied will be kept completely private. There is also NO advertising associated with Tucasi. The e-mail address and mobile telephone numbers will be the ones held on your child's "SIMS" record and will be used to contact you if required.

I am able to receive information and give permission for my e-mail addresses and mobile telephone numbers to be used on the Tucasi system

YES

NO

Parent Name/s _____ / _____

Children/s Names _____ Class _____

Children/s Names _____ Class _____

My E-Mail address/es: Mother _____

Father _____

Other contact _____

Mobile Telephone Numbers: Mother _____

Father _____

Other contact _____

Signature _____ Date _____

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Dear Parents,

Each year we review our arrangements for dismissal and collection of children at the end of the school day. We are committed to ensuring that all children are dismissed safely and that the school is satisfied that children make their way home safely. In response to this we have procedures in place which we asked for your support with:

- **All** parents will need to notify us, using the slip provided, of the designated person(s) who will be collecting your child from school or the means by which your child will go home.
- It is also important that the class teacher is relatively familiar with this person so please make sure they are introduced to the teacher as soon as possible.
- Any changes to the designated person(s) will have to be brought to the attention of the class teacher before the end of the day. Please see the teacher on the playground in the morning or telephone/e-mail the office by 12:30 so a message can go in the afternoon register.
- If you have children in junior and infant classes, we would ask you to collect infant siblings first and then juniors. So that junior teachers do not have to wait around, we would ask you to move promptly to the junior playground once the infant sibling has been collected.
- Children attending clubs and after school care will continue to be collected from the junior playground as normal.

Please complete the form below.

Yours sincerely,



Arrangements for my child at the end of the school day

Designated person(s) to collect: _____

Child's Name _____

Signed: _____ (parent/guardian)

Date: _____

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Dear Parents

I enclose a copy of a letter on the following pages from Hampshire County Council's Children's Services Department outlining changes to the way they will be responding to unauthorised absences from school from September 2015.

In summary, from September 2015, all schools will be required to work with Hampshire County Council to take legal action if:

1. A child has unauthorised absence of more than 10 sessions (5 days).
2. A child is continually late to school and this lateness is unauthorised for 10 or more sessions.
3. A child has any unauthorised absence during any formal examinations or testing.

Until now I have always adopted a firm but fair approach and tried to avoid taking any legal action against parents. However, as the enclosed letter will make clear, schools will be under greater scrutiny from September and will be expected to take legal action where circumstances dictate it.

I hope that by writing to you now and making the changes very clear, we can all work together to keep absences to a minimum and avoid the need to engage in a legal process.

May I finish by thanking the vast majority of parents for the support you provide for your children; support which enables us to have a very healthy overall attendance rate of 96.8%.

Please sign the declaration below.

Yours sincerely



Colin Flanagan

I am aware of the actions that the school will need to take in response to any unauthorised absences.

Parent's/Guardian's Signature _____ Date _____



Hampshire
County Council

HIAS
Children's Services Department
Elizabeth II Court North, The Castle
Winchester
Hampshire SO23 8UG
Telephone 01962 841841
Fax 01962 846380

Dear Parent/Carer,

We are writing to all parents and carers on behalf of Hampshire County Council Schools and Education Centres, to inform you of changes to the way in which we will be responding to unauthorised absence from school from September 2015.

Firstly, we would like to thank all parents and carers who work hard in partnership with schools to ensure their children attend school regularly and punctually. We would like to thank our parents/carers in particular for responding so effectively to the changes in law related to leave of absence from school being for exceptional circumstances only. Since September 2013 we have had a 47% reduction in leave of absence requests across Hampshire increasing attendance in our schools by 28 thousand days.

Similarly to the world of work, pupils should only be absent or late to school when they are ill or for medical or dental appointments (where these cannot be scheduled outside school hours). Any other absence needs to be requested and in all cases the decision is the headteacher's. In law, parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school. If your child is absent and the school have not authorised this then this is subject to legal action through a fine or prosecution.

In response to the changes in school attendance law Hampshire County Council has reviewed its 'Code of Conduct'. This code sets out for all schools what actions must be taken for any child with 10 or more sessions (5 days) of unauthorised absence from September 2015. We are clear in our code of conduct that where a child or family requires support to achieve attendance rates above 90% that this is the first priority for schools. We are also clear that where parent/carers choose to ignore the law and are complicit in their child's absence then all schools with the Local Authority must take legal action through a penalty notice fine or prosecution in court.

From September 2015 all schools will be required to work with Hampshire County Council to take legal action if:

- 1. A child has unauthorised absence for 10 or more sessions.**
- 2. A child is continually late to school and this lateness is unauthorised for 10 or more sessions.**
- 3. A child has any unauthorised absence during any formal examinations, assessment or testing.**

Please note each parent/carers can be issued a separate penalty notice for each child.

Further advice and guidance for parent/carers with respect to this will be available from September via our county website:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents.htm>

Hampshire County Council is working hard to support our Headteachers in upholding the law with respect to attendance at school. Children and families have 175 days off school to spend time together, including weekends and school holidays. It is our duty with schools to prioritise good attendance, thus enabling us to closely work in partnership with our families and schools to ensure all our children achieve the best education they can and enjoy their school life fully.

Yours sincerely

John Clarke
Deputy Director of Children's Services – Education and Inclusion
Hampshire County Council

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Further information is available online at:

www.st-thomasmores.hants.sch.uk



**St Thomas More's Catholic Primary School
Hooks Lane, Bedhampton, Havant, PO9 3DR**

023 9247 5909

Email: adminoffice@st-thomasmores.hants.sch.uk