



1. Contents

1. Contents
- A letter from the Headteacher
2. Value Statement / Equal Opportunities
3. Admissions Policy - Nursery / Reception
4. The School curriculum
5. Special Educational Needs
6. Partnership with Parents
7. School Dress
8. School Behaviour Policy
9. General Information for Parents
10. Educational Visits
11. Medical
12. Staffing
13. The Board of Governors
14. Attendance - Authorised and Unauthorised Absence
15. Pupils Attainment

A letter from the Executive Headteacher and Head of Kirk Sandall Infant School

Welcome and thank you for taking the time to look at our prospectus. Kirk Sandall Infant School is part of Kirk Sandall Academy Trust and our vision is 'Together we achieve more'. We are committed to working together to ensure the best possible outcomes for all the pupils in our schools and the entire school community.

As Executive Headteacher and Head of School we hope this prospectus will provide you with an insight into our school and be the beginning of a partnership between home and school which we value greatly and will strive to maintain.

This booklet contains a lot of relevant information but we realise it may not answer all your questions, so please contact us for any further information you may require. We would welcome the opportunity to meet you, to show you around and discuss the opportunities our school can provide for your child. Please contact the school to arrange a convenient time to visit.

Our school is very lucky to have The BEAK Family Hub on the site. This multi-agency provision provides particular support for families and children. More information about the centre is available through the school office or from the Family Hub directly (Tel 01302 892000)

We are also very proud to have been designated as a National Teaching School which acknowledges the success and impact of our school. It also means we have a key role in working together with other schools and professionals with the aim of providing the best quality learning for all children. The work of our school is also enhanced as we are part of 'The Brighter Futures' Trust which is a collaborative learning partnership between all the schools in the area.

Our aim is to establish and maintain high standards of work and behaviour in a caring, welcoming atmosphere. In the most recent Ofsted Inspection (2008) we were judged as "an outstanding school". We are committed to ensuring that all our pupils are happy and keen to learn, and we value them as individuals with their own particular strengths and personalities.

We look forward to meeting you.

2. Value Statement

Our vision is to create a happy, welcoming, safe and stimulating learning community where everyone is included and respected. As a school we value the importance of developing effective learning behaviours which include resilience, determination and collaboration. We work together to inspire and challenge all children so they become healthy, motivated life-long learners who have the opportunity to achieve their individual potential.

Our whole school community is committed to working together as a team and in partnership with the Junior School to achieve our vision for Kirk Sandall Academy Trust. We have a lead role in 'Partners in Learning' Teaching School Alliance which embraces the vision to improve outcomes and opportunities for all pupils and professionals across Doncaster.

We are committed to working in partnership with parents and other professionals to provide high quality learning experiences and a child-centred and stimulating environment.

Our school is a place where differences and cultures are celebrated. Where positive attitudes are promoted so children are globally aware and well prepared to take their place in an ever-changing technological, multi-cultural society as caring, responsible individuals.

"Pupils make excellent progress overall. They reach standards that are significantly above national averages. High quality teaching across the school underpins pupils' impressive learning". Ofsted

3. Admission Policy

Nursery (F1)

The Nursery is split into 4 sessions:

Nursery AM ~ 8.30 am - 11.30am

Nursery PM ~ 12.30 pm - 3.30 pm.

Mon & Tues 8.30am - 3.30pm Wed 8.30am - 11.30am

Wed 12.30pm - 3.30pm & Thurs & Fri 8.30am - 3.30pm



The Nursery is managed by the Nursery Teacher and the Nursery staff also includes a Nursery Nurse and 2 learning support assistants.

Children are admitted to the Nursery part-time in the September following their third birthday. Children may also be admitted to the Nursery in the term after their third birthday if places are available. The entitlement is for free nursery education for 15 hours per week which is made up of five 3 hour sessions. These sessions can be over either five mornings or five afternoons per week or two and a half days subject to spaces available. If you have opted for your child to attend either the Mon - Wed or Wed - Fri sessions your child will be in nursery for 17 hours if they attend 8.30 - 3.30pm on the full days (which includes the hour over lunch). We currently charge £3.00 for the extra hour over lunch and £2.00 for a school meal. If you would prefer you do have the option of collecting your child at the earlier time each day of 2.30pm and therefore only accessing 15 free hours.

The school is also able to offer a breakfast and afterschool club. Parents can book these sessions 1 term in advance and they will be held in our Kids Club provision in the BEAK. The breakfast session runs from 7.30am until 8.30am and there is a cost of £4.00 the afterschool provision runs from 3.30pm - 6pm and costs £7.00. Further information can be provided from the Kids Club Manager on 07522972758.

The parents of the children due to be admitted to the Nursery in the September are invited to visit the school with their child just before starting school.

We aim to establish firm partnership foundations between teachers and parents from the outset, so that ideas and expertise can be shared for the well-being and development of all children

Reception (F2)

All Reception admissions are dealt with by Doncaster Councils Admissions Department and they can be contacted on 01302 737205.

The parents of the children due to be admitted to Reception in September are invited to visit the school and attend an information evening during the previous summer term. Any pupils new to the school are also welcome to visit during a session and meet staff and other pupils.

There is an induction period when your child first starts school in September. This will include attending for just half a day and half a day with lunch. Exact details regarding this induction will be included in your introduction to Reception pack which you will receive before your child starts school. We try to ensure a smooth transition from Nursery to Reception so some of the Nursery staff will be around for the first few days to help the children settle in.

Children are admitted to the Reception classes in the September following their fourth birthday.



4. The School Curriculum

The Foundation Stage

Our aim at Kirk Sandall Infant Academy is to create an engaging curriculum within our Early Years Foundation Stage that supports creativity and exploration.

What is the Early Years Foundation Stage?

The Early Years Foundation Stage is a very important start to your child's education as it helps prepare them for school and for their future learning and successes. From when your child is born up until the age of 5, their learning experiences should be happy, active, exciting, fun and secure; and support their well-being and development needs.

Children in Foundation Stage One and Two access the Early Years Foundation Stage Curriculum. They engage in learning that is primarily through first hand experiences. The Foundation Stage Curriculum has 7 areas of learning.

Area of Learning and Development	Aspect
Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking
Specific areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space and measure
Understanding the World	People and communities
	The world
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

Children in the Early Years learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Children learn best through play. Through play we provide our children with appropriate learning experiences for their stage of development and help them to develop new skills, thus making connections in their understanding and formation of concepts. They practise and extend ideas as well as learning how to tolerate and understand the need for rules. They have opportunities to think creatively alongside other children as well as by themselves. They communicate with others as they investigate and solve problems. Most importantly, we encourage them to become independent learners, with the motivation to learn more.

Children have lots of opportunities to work independently and as part of a team through the areas of provision which will be set up and reflect the current learning and children's interests. Children will also engage in activities led by adults on a daily basis.

The school places great emphasis on learning by doing and personalising learning to individual children's needs. Practical approaches are used wherever possible and children are regularly encouraged and guided to plan and evaluate aspects of their learning.

We place great emphasis on involving parents and carers in children's learning throughout the year. We do this through regular informal discussions, parents evening and parents/carers completing observations to inform their child's learning journeys, which are available for parents to look at frequently.

The Early Years Curriculum states that 'Parents should be involved in the assessment process on a regular, ongoing basis and encouraged to participate in their child's learning and development'

At the end of Nursery and Reception parents will receive a written report for their child.



"The school places a great emphasis on 'learning by doing' and in personalising learning to pupils' needs. Practical approaches are used whenever possible and pupils are regularly encouraged and guided to plan and evaluate aspects of their learning". Ofsted

Key Stage One

Children in Years 1 and 2 are part of Key Stage One.

The New National Curriculum for children in Key Stage One which became statutory for all children in September 2015 consists of the subjects listed below. They are:

English
Mathematics
Science
Computing
History
Geography
Design and Technology
Art and design
Physical Education
Music
SMSC

English, mathematics and science are called 'core' subjects. Schools must also teach Religious Education. All the other subjects are called 'Foundation subjects'. The school has developed a cross-curricular approach to learning and teaching and also focussing on child-initiated learning.

We aim to provide a broad, balanced and relevant curriculum for all children that promotes the development of the whole child. In addition to the requirements of the National Curriculum we also focus on the social, physical, emotional, cultural and spiritual growth of each child.

We aim to build on children's strengths, interests and experiences so they can achieve their full potential.

We aim to provide experiences that promote positive attitudes and self-esteem enabling children to develop the skills necessary for them to become lifelong learners in a multi-cultural, technological society.

English and Mathematics

English is usually covered through topics and is a common thread through all learning. There are sessions set aside each week for teaching phonics, grammar, spelling and handwriting.

There are daily sessions for Mathematics where children are taught number, data handling and shape, space and measures. The work focuses on the development of mental mathematics skills and using and applying their skills to everyday situations.

Children sometimes work in ability groupings during English, Mathematics and Phonics lessons so work can be differentiated to meet the learning needs of all the children.

Science

Science activities are primarily practical and there is a strong emphasis on observation, discussion, investigation and the solving of problems. Children often work in mixed ability groupings in Science lessons and children are encouraged to work co-operatively with others in a group situation as well as individually, and as part of a whole class.

Religious Education and Worship

This school has no religious affiliations. It is taught according to guidelines and within the framework of the Education Reform Act. Although based mainly on Christian beliefs other world religions are studied so children develop a greater understanding of other cultures and global diversity. All the children share a collective worship time each day. A yearly programme of themes is planned with spiritual, cultural, social and moral themes.

After discussion with the Headteacher, parents have the right to withdraw their children from Religious Education and Collective Worship if they have issues related to religious beliefs.

Sex Education

This is included as part of Science and Health Education topics in school and is introduced informally where it is felt there is a natural link with other parts of the curriculum. Any questions that may be asked by the children are answered in an honest and sensitive way appropriate to the age of the child. A copy of the schools Sex Education policy is available on request from the Headteacher and the school website. The school nurse also supports the teaching of the Science and health education curriculum.

Assessments

Children are continuously assessed by staff to find out what they have learnt and to enable effective planning of the curriculum to ensure the progression of each of the children. These assessments are made against age related expectations which can be found in the New National Curriculum document. Records are kept in school and the progress of children is tracked. This information is shared with parents/carers at open evenings/record of achievement meetings.

However during their time in school they will be also assessed in line with statutory requirements. An Early Years assessment is completed at the end of their Reception year, a Phonics Assessment in Year 1 and SATs (Statutory Assessment Tests) are administered at the end of Year 2.



5. Special Educational Needs

This is an inclusive school that makes every effort to identify the needs of individual children as early as possible and then is committed to meeting those needs appropriately. This may be done individually or within a small group situation. Special educational needs is a term applied to any child who has specific learning needs, a disability, personal or health problems which requires the school to make responses beyond what is normally accessed by the majority of other children. If we consider your child may need extra support your child's class teacher or school SENCO will contact you. Details of the school's SEND offer and relevant policies can be found on the school website within the Inclusion folder.

Our aim is to ensure that each child is given the best possible chance of success. Children with Special Educational Needs may be supported in the classroom by their own teacher, by a specialist teacher or a trained Teaching Support Assistant using a specific programme of work set for that child. We have the support of the Educational Psychological Service and outside agencies for any child who is experiencing particular difficulties. Parents are consulted and informed at all stages.

Mrs Nicola Moran is the schools Special Educational Needs co-ordinator (SENCO) and can provide additional information for parents if required. (Policies are available on request.)

6. Partnership with Parents

This school values its partnership with parents. Education is seen as a partnership between the school staff and governors, parents and pupils because "Together we achieve more".

Parents/Carers are always welcome in school to help in classes or to assist with any general school activity to which they can contribute.

Although parents/carers may come into school at anytime there are open evenings and afternoons planned at least three times a year. These occasions enable parents to discuss their child's progress and look at the work being done in school. Notice of these events is always sent home and convenient appointments can be made.

It is always possible for parents/carers to discuss any concerns they may have about their child or their progress at a convenient time. Class teachers, staff and the headteacher are usually available after 3.30pm. It would be appreciated if notice could be given to enable staff to make necessary arrangements.

An annual written report is available for all parents/carers each summer term.

The school produces a Parents newsletter each half term which provides information about the children's learning as well as many activities and events. Up to date information can always be found on the school website and through our Twitter account @KSInfants. We also use a text messaging service as a means of communicating with you.

7. School Dress

GIRLS

Skirt/pinafore dress (grey)
Blouse or polo shirt (white or blue)
School sweatshirt, cardigan or jumper
(blue or grey)
Sensible shoes with fastenings that your child
can manage if at all possible



BOYS

Trousers (grey)
Shirt or polo shirt (white or blue)
School sweatshirt / zip up top or jumper (blue or grey)

Please **LABEL** each item of clothing with your **CHILD'S NAME**. This is really important as it means that items can more easily be traced when they inevitably go missing!

It is recommended that pupils wear school dress at all times. Sweatshirts / cardigans / polo shirts etc with the school logo imprinted on them are available from Tesco's and further details can be obtained from the school office.

PE KIT

Most children participate in indoor PE sessions in their underwear but they may bring shorts and T-shirt in a suitable bag if you prefer. For outdoor sessions children can wear jogging bottoms/shorts, t-shirts, track suit tops and trainers. Watches and jewellery must always be removed for PE sessions.

8. School Behaviour Policy

As a school we are committed to:

- ✓ Ensuring good standards of behaviour.
- ✓ Developing respect and tolerance.
- ✓ Ensuring children are responsible for their own actions.
- ✓ Giving children the opportunity to become independent and confident.
- ✓ Valuing and praising effort, attitudes and achievements.
- ✓ Promoting self-discipline.

The ethos of the school reflects the values and attitudes which characterise it's community and atmosphere. It also reflects the quality of relationships and the way in which the school helps pupils to deal with positive and negative feelings and difficult situations e.g. happiness, sadness, conflict, loss, disability, grief or other difficulties.

These values determine behaviour throughout the school. The school recognises children's individuality and promotes the development of the whole child. All staff are committed to using positive behaviour management strategies.

The Learning Behaviours are understood by all members of the school community.

We encourage and develop the children's understanding of their own attitudes to learning and our 'Kirk Sandall Seven' Learning Powers are at the heart of our teaching and learning to ensure a growth mind set. These will support our children to become autonomous, resilient and life-long learners.

Talk	Collaboration	Effort	Resilience
We listen to each other. We give suggestions. We ask questions to deepen our thinking.	We share ideas. We work as a team to succeed. We value everyone's contribution.	We don't waste a minute of learning time. We take pride in what we do. We are always looking for our next challenge.	We have a go and do not give up. If we get stuck, we try another way. We learn from our mistakes.

Reflection	Determination	Positive Attitude
We recognise what we have done well. We take time to think about our new learning. We think about our next steps for improvement.	It's not that we can't do something, it's that we can't do it yet. We can do anything if we try.	We believe we can do it from the start. We have a go. Mistakes are good and help us learn.

A booklet on the school's approach to positive behaviour is given to all new parents and the behaviour policy can be accessed through the school website. We aim to teach respect and consideration for everyone and everything in the school. Parents are invited into school to discuss any problems that are causing concern so that we can work in partnership to help your child if problems occur. The school has a very caring staff team.



9. General Information for Parents

Attendance and Punctuality

The main school doors open at 8.40 am and registration is at 8.55 am. Any child who arrives after 9am will be marked as Late in the register. If your child arrives after 9.15am in accordance with the local authority's regulations, they will be marked as an 'unauthorised late'.

Lunch break is between 12.00 noon and 1.20 pm and school finishes at 3.30 pm.

Your child is expected to attend school punctually and regularly. This is very important as absence and lateness affects learning. Please let the school know about any absence before 9am.

Contact Information

Parents are asked to ensure that the school has up-to-date contact information. This information is essential in case your child is taken ill or involved in an accident. The school uses a text messaging service which is used regularly and very effectively. In cases where all contacts are unobtainable the school will act sensibly and responsibly in "loco parentis"

Safety

Children and parents should enter and leave the school site through one of the pedestrian gates and not the double gates meant for vehicles. **Parents are requested to avoid parking their cars on the yellow lines close to the school entrances and on the raised bumps for the safety of the children. Parking is also not permitted in the school car park unless you are collecting your child in an emergency.**

There is parking available at the Assembly Hall on Dentons Green Lane. A School Crossing Patrol is available each day at the Brecks Lane/Queen Mary Crescent junction.

In the interests of health and safety dogs are not allowed on the school premises.

Photographs

The school will seek permission from parents to use photographs of the children in displays around school, on the website and in the press. Permission will also be sought for children to access the internet.

School Meals

From September 2014 all children in Reception, Year 1 and Year 2 are entitled to free school meals. Our school cook and his team prepare excellent meals on site each day. There is a choice of meal for all children and they are served in a cafeteria type system. The meals are nutritious, balanced and where possible all food provided by the school is procured locally. Doncaster County Council Schools Catering service source food products locally in order to ensure that it is high quality, fresh food and to help reduce the carbon footprint. For example - Pork from Marr Grange Farm, Yorkshire beef, British chicken fillets, 'high welfare' eggs from Yorkshire, freshly baked and local bread, vegetables from Yorkshire and Lincolnshire and new sauces from King Asia of Doncaster. If you would prefer your child not to have a school meal a packed lunches is an option (please do not send fizzy drinks or sweets). We do however ask that children have either a school meal or a packed lunch for the whole of a half term; we do not allow children to swap.

Fruit in School

The school has registered as part of the National Fruit and Vegetable Scheme and has gained the National Healthy Schools Award. A piece of free fruit or vegetable is available for the children each day and they are encouraged to eat it. If your child has an allergy or you do not wish your child to be part of the scheme please inform the school in writing.

Milk/Water

Milk is available for all children who would like it and further details regarding the milk scheme can be found at www.coolmilk.co.uk or from the school office. All children will be given an information pack and application form when they are admitted to school. Children entitled to free school meals and those under five (including the Nursery children) are entitled to free milk, however you still need to register with Cool Milk. We encourage children to bring named water bottles to school each day so they can have a drink when they need it.

Home Learning

As a school we value our partnership with parents and the part you play in your child's learning. Homework helps a child to begin to learn independently and parents are asked to support their child with tasks and activities that are given as homework. A small amount of homework is sent home with all children during the year. It includes activities such as reading, finding information, spellings or maths activities.

Annual Reports

Annual written reports are issued to all parents at the end of the Summer Term. They outline progress, achievement and attainment and comment on behaviour and attitudes to learning.

Jewellery

The Head teacher and Governors advise all parents of the possible risks of accidents to children taking part in physical exercise whilst wearing jewellery - earrings, watches etc. Earrings and studs cannot be worn for PE. However, newly pierced ears where earrings cannot be removed must be covered with tape. (DMBC guidelines)

No Smoking Policy

There is a strict no smoking policy in operation throughout the school premises that includes the playgrounds.

Complaints Procedure

Parents should discuss any problem with the class teacher or Headteacher in the first instance. Most problems can be sorted out in this way. If parents are still dissatisfied formal arrangements for making complaints can be made.

Details of the complaints procedure relating to the curriculum and related matters is available from the school.

Documents Available

Certain documents are kept in school which parents are entitled to see upon request. Please contact the Headteacher for any additional information.

These documents include:

- Department for Education & Employment statutory instruments and circulars.
- Policies and Schemes of work used by the school.
- Published Ofsted reports on the school.
- Details of *Governors' Meetings, Agendas and Minutes.*
- *School's Child Protection / Safeguarding Policy and Guidelines.*
- *Admissions Policy for Community Schools.*
- Data Protection Policy
- Health and Safety Policy
- Sex and Relationship Policy
- Behaviour Policy
- Equality Statement

NB: All relevant school policies can be accessed through the school website.

10. Educational Visits

Visits out of school are of great educational value. They provide a valuable experience for children as they enrich the curriculum and enhance learning.

Please support and encourage your child/children to participate in these visits. Your child's security and safety is our main concern, so you can be assured that he/she will be supervised at all times.

In accordance with the 1988 Education Act we ask parents to make voluntary contributions. It is necessary for most educational visits to be self-financing, which can only be achieved if parents are willing to make a contribution towards the costs involved.

A detailed risk assessment is carried out prior to every planned educational visit. Parents are required to give their permission for children to be part of visits off the school premises. Parents are kept informed of the purpose of the visit.

The school is also committed to planning many opportunities each year when learning is stimulated and enhanced by visitors. Visitors in the past year have supported areas of the curriculum such as English, Science, Music, PSHCE and Creativity.

11. Medical

School Health

The pupils in Reception have a health screening check. The school nurse can be contacted through school if any parents have concerns about their child's health or would like advice.

Infectious Illness

The Principal School Medical Officer has provided the following list as a guide to the time pupils should be excluded from school if they have an infectious illness:

Chicken Pox -	Until all vesicles are crusted over
German measles -	4 days from onset of rash
Mumps -	5 days from onset of swelling
Measles -	4 Days from onset of rash
Whooping cough -	5 days from starting antibiotic treatment
Infective Jaundice -	Not less than 7 days following the appearance of jaundice or until clinical recovery
Streptococcal tonsillitis-	Until clinical recovery is made

Recommended periods of exclusion for children with contagious diseases:

Conjunctivitis-	None
Impetigo -	Until skin lesions have healed
Lice -	None after, treatment has been received
Verruca -	Exclusion unnecessary
Scabies -	Until adequate treatment is instituted
Threadworm -	Exclusion unnecessary, but treatment advised
Diarrhoea / Vomiting -	48 hours after last episode of diarrhoea or vomiting
Ringworm of feet -	Exclusion from barefoot activities unnecessary, but treatment advisable.
Athlete's Foot -	As above

Medicines

The rules imposed on school by the Department for Children, Schools and Families are very specific and cannot be changed by local agreement or individual schools.

If your child is suffering or recovering from a short term illness but is well enough to attend school, you should go to the school office and complete the form which gives permission for school to administer medication or for your child to administer their own medication. In either case the following **MUST** be observed:

- The medication can only be given in school if it has to be taken 4 times daily or before food e.g. antibiotics, pain relief, creams and ointments.
- It must have been prescribed by a doctor.
- It should be brought into school in the original packaging which contains the pharmacy dispensing label with your child's name on. Treatments purchased 'over the counter' will not be permitted.
- The medication should not be past its expiry date.

If, for whatever reason, you are unable to comply with the above, you are welcome to come into school and arrangements can be made to bring your child out of class while you administer the medication.

If your child has a medical condition which requires long term medication (e.g. asthma, hay fever, diabetes, ADHD), the rules above still apply.

Please do not send children to school if they have had vomiting and/or diarrhoea, until they have been clear for at least 48 hours.

If your child has been ill, please keep him/her at home until you are sure he/she is fit enough to cope with the school routine.

All staff have accessed first aid training and have the ability to administer first aid. Parents are informed if accidents occur and contacted immediately if necessary.

12. Staffing

Executive Headteacher	Mrs J Foster
Head of School	Mrs N Brannon
Deputy Head	Miss C Barker

Nursery Teacher(s)	Mrs R Kendrew-Jones/Miss Barker
Nursery Nurses	Mrs K Fisher Miss C Griffiths
Nursery Teaching Assistants	Mrs M Willett Mrs C Swain Mrs C Peace

Class 1 Teacher (Reception)	Mrs Greenwood/Mrs Kendrew-Jones
Class 2 Teacher (Reception)	Miss J Scholes
Class 3 Teacher (Reception)	Miss L Brownbridge
Class 4 Teacher (Year 1)	Miss E Harrison/Mrs N Moran
Class 5 Teacher (Year 1)	Miss S Baker
Class 6 Teacher (Year 1)	Miss N Howe
Class 7 Teacher (Year 2)	Mrs K Sheehan/ Miss K Radford
Class 8 Teacher (Year 2)	Mrs K-A Savage
Class 9 Teacher (Year 2)	Mrs C Robertson/ Mrs K Boucher
Part time teacher	Mrs K Willis

Teaching Assistants	Mrs T Lake Mrs J Mills Miss C Sheridan Mrs N Washington Mrs S Wood Mrs J Hotchkiss Mrs K Vallow Ms K Clark Mrs J Galbraith Mrs J Harlington Mrs S Williamson Mrs R Perigo Mrs H Pell Miss J Smethurst Miss J Keating Mrs C Peart Mrs P Hope Mrs C Gallagher
---------------------	--

Business Support Manager	Mrs T Ladley
Business Support Officer	Mrs S Isle
Administrative Assistant	Mrs M Wren
Site Supervisor	Mr P Draper

13. Governors

Executive Headteacher	Mrs J Foster
Head of School	Mrs N Brannon
Chair	Mrs D Dunn
Vice Chair	Mr D Lindley
Staff	Miss C Barker
	Mrs J Addy
Parents	Mr D Pemberton
	Mr C Oliver
	Mrs V May
	Mrs C Rowley
	Mrs T Ortega
Member appointed	Mrs T Rowe

14. Attendance

School Year 2015/16

Number of children on Roll	340
Authorised Absence	3.2%
Unauthorised Absence	0.2%
Attendance	96.6%

The Government has implemented new legislation effective from 1st September 2013 which means that no requests for holidays can be authorised except in exceptional circumstances.

The criteria for exceptional circumstances are as follows:-

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document of the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.
3. Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided.

Where there are other factors which the head teacher may consider to be exceptional circumstances this may be referred to the local authority for advice.

When a parent/carer wishes to apply to take their child out of school during term time they must complete a leave of absence form and this should be submitted to the school at least 4 weeks before the proposed start of the holiday and before booking the holiday.

If you take your child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher will make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 28 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

Parents may request a copy of the 'Holidays In Term time' Policy from the school office and it is also available on the school website.

15. Pupils Attainment

<i>Targets Set For 2017</i>			
		Predicted	Actual
Reading %	EXS+	78%	
Writing %	EXS+	77%	
Maths %	EXS+	77%	

Analysis of 2016 Key Stage 1 Assessments

		Expected or Above		Expected		Greater Depth	
		National Results (%)	Our School's Results (%)	National Results (%)	Our School's Results (%)	National Results (%)	Our School's Results (%)
Reading	All Pupils	74%	69%	50%	51%	24%	19%
Writing	All Pupils	65%	63%	52%	46%	13%	17%
Maths	All Pupils	73%	72%	55%	57%	18%	15%