



Lower Farm Weekly



Friday 12th September 2025

Welcome back everyone!

It is great to be able to welcome everybody back and welcome so many new faces to the school – children, parents/carers and staff. The children have settled wonderfully in their new classes and we are really excited to work with you all moving forward and get to know you better. We have some exciting events coming up and we really hope to see many of you there. Please see the attached diary dates with key events and holidays for the year (we add dates as more events evolve throughout the year). If there is anything you need to know/ask please get in touch with us either by telephone, email or in the school office.



School Photographs - Thursday 2nd October 2025

Parents are welcome to bring children with siblings from other /nurseries/schools from 8:00am -8:30am. All other children will have their photograph taken throughout the school day. Chestnut, Oak, Pine and Poplar class children should attend in their normal school uniform and bring their PE kits in a bag for this week only. Beech class do not need to bring their PE kits for this week, please send your child their normal school uniform.

Value Awards



Cherry -	Hoffy	Care & Integrity
Chestnut -	Alfie	Resilience
Elder -	Bertie	All School values
Elm -	Tommy	Resilience
Hazel -	Ronnie	Respect & Resilience
Holly	Cruz	All School Values
Oak-	Tyler	All School Values
Olive -	Logan	All School Values
Pine -	Charles	Achievement & Resilience
Poplar -	Anisia	Respect & Integrity
Walnut -	Irina	Respect & Integrity

Attendance

**For week beginning
8th September 2025**



Beech Class:	96.0%
Birch Class:	95.3%
Cherry Class:	97.7%
Chestnut Class:	100%
Elder Class:	96.1%
Elm Class:	97.9%
Hazel Class	99.3%
Holly	95.2%
Oak	97.8%
Olive	98.5%
Pine	94.8%
Poplar	97.0%
Walnut	99.7%

Congratulations to those classes that have reached an attendance of **97% or above**. It would be great to see every class reach 97% every week.

Dates for your Diary

Tuesday 23rd to 26th September: Year 6 Residential Trip

Friday 26th September: Year 5 MacMillan Coffee Morning

Monday 6th October: Year 4 Grandparents Day

Friday 24th October: Friends of Lower Farm/PTA Halloween Disco (details to follow)

Half Term: Monday 27th October - Friday 31st October

Wednesday 12th November: Parents/Carer Pupil Progress Meetings 15:30 - 18:00

Thursday 13th November: Parents/Carer Pupil Progress Meetings 15:30 - 18:00

Friday 5th December: Non-uniform day - bottle donation for Christmas Fayre

Tuesday 16th December: Reception Nativity 14:00 for 14:30 start

Wednesday 17th December: Christmas Dinner and Christmas Jumper day

Friday 19th December: Non-uniform Day. School closes at 13:30 for Christmas (no wrap-around care)

Christmas Holidays: Monday 22nd December – Friday 2nd January

Monday 5th January: Staff Inset Day - school closed

Tuesday 6th January: School opens for spring term

Friday 6th February: Friends of Lower Farm/ PTA Magic Show (details to follow)

Half Term: Monday 16th February – Friday 20th February

Thursday 5th March: World Book Day

Friday 20th March: Non-uniform day - Easter Egg donation for Easter Bingo

Thursday 26th March: Easter Bingo and Raffle

Friday 27th March: School closes at 13:30 for Easter holidays (no wraparound care)

Easter Holidays: Monday 30th March – Friday 10th April

Monday 13th April: Staff Inset Day - school closed

Tuesday 14th April: School opens for summer term

Wednesday 22nd April: Parents/Carer Pupil Progress Meetings 15:30 - 18:00

Thursday 23rd April: Parents/Carer Pupil Progress Meetings 15:30 - 18:00

Monday 4th May: Bank Holiday - school closed

Monday 11th May – Thursday 14th May – KS2 SATs week

Half Term: Monday 25th May – Friday 29th May

Tuesday 16th June: KS1 Sports Day 9am

Wednesday 17th June: KS2 Sports Day 9am

Wednesday 8th July: Transition Day

Friday 3rd July: Non-uniform - gift donation for Summer Fayre

Friday 10th July: Non-uniform -bottle donation for Summer Fayre

Friday 17th July: School closes at 13:30 for summer holidays (no wraparound care)

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion:
 - It must be requested in advance by a parent who the pupil normally lives with.
 - Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
 - If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- Requests for leave of absence should be made before any arrangements confirmed or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request, it is your responsibility to ascertain if the leave is authorised prior to the start of leave.
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised.
- Any additional days taken either side of a leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.
- Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school for consideration of a Penalty Notice.

Please see over for important information relating to the changes in relation to Penalty Notices

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (see overleaf before completing):

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Total Days Requested on this occasion.

(For siblings) I have also applied to _____ School/Academy for leave of absence for
(Insert child/children's name)

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For school use only: NAME OF CHILD: _____ Date received by school: _____

1st date of absence requested by parents: Last date of absence requested by parents:
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Expected date of return to school (as advised by parents):

Absence: Authorised / Unauthorised / Split (please delete as appropriate)

The reasons for this decision are:

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead: _____ Date:

- Copy of this completed section should be sent back to parent with letter

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Section 576 Education Act 1996 defines 'parent' as:
 - Any natural parent, whether married or not;
 - Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person;
 - Any person who, although not a natural parent, has care of a child or young person.
- The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. If the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the national threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events. Please refer to Warwickshire County Council's Code of Conduct for non-school attendance and penalty notices for further information.

Leave of Absence taken after 1 September 2024:

The law relating to Penalty Notices has been amended and Penalty Notices issued for Leave of Absences taken after 1 September 2024 will be issued in accordance with the updated legislation.

- **First Leave of Absence offence:** The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- **Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice):** The amount of £160 paid within 28 days. No reduced amount.
- **Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice).** *A penalty notice will not be issued, and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.*

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- Any Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school (e.g 2 absent children is 2 offences under section 444 Education Act 1996).
 - A Penalty Notice is an alternative to prosecution, however if the Penalty Notice expires and is not paid Warwickshire County Council will consider instigating a criminal prosecution under the Education Act 1996.
 - Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted.

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- Where criminal proceedings are issued and a parent is found guilty, the court could issue a sentence of a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.

LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wight 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ~~ie~~ the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

- Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).
 - First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

- Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.