

## Term Time Absence Request

Dear Parents,

I am writing to provide you with important information regarding requests for leave of absence during term time, particularly for family holidays.

### The Legal Position

Under current legislation, schools are **not permitted to authorise term-time holiday requests**. A family holiday is not considered an exceptional circumstance by the Department for Education. **This means that even if you request permission in advance, we will not be able to authorise absence for a holiday.** Headteachers cannot retrospectively authorise any absence either, so booking a holiday during term time will result in an unauthorised absence being recorded.

### We Understand the Financial Pressures

We are fully aware that the cost of holidays during school breaks is significantly higher than during term time, and we understand this places considerable financial pressure on families. However, by law, children should be in school during term time. As a school, we have a legal duty to record and report all unauthorised absences to the Local Authority.

### Penalty Notices and Fines

Under the National Framework for Penalty Notices (which came into effect in August 2024), the Local Authority **must consider issuing a fine** when a child has **5 days (10 sessions) or more of unauthorised absence** within a 10-week rolling period. Please note:

- **First offence:** £80 per parent, per child (if paid within 21 days) or £160 (if paid within 22-28 days)
- **Second offence within 3 years:** £160 per parent, per child (no reduced rate available)
- **Third offence within 3 years:** The matter will be referred directly to the Magistrates' Court, where fines can reach up to £2,500, and in serious cases, may result in a community order or custodial sentence

**Important:** Each parent receives a separate fine for each child. For example, if two parents take three children on an unauthorised holiday, this would result in six separate fines.

### Please Note: The School Receives No Benefit from These Fines

We want to make it absolutely clear that **our school does not receive any money, funds, or financial benefit whatsoever from penalty notice fines**. The Local Authority administers the penalty notice system and retains any income. The school's only role is to report unauthorised absences to the Local Authority as required by law. We are then legally obliged to provide evidence to support these reports when requested by the Department for Education and the Local Authority. This is not something we have chosen to do - it is a statutory requirement.

### Why Attendance Matters

Regular school attendance is crucial for your child's academic progress and overall development. Research shows that pupils with higher absence rates achieve significantly lower GCSE results - only 35.6% of persistently absent pupils achieved grades 9-4 in English and maths compared to 67.6% of all pupils. Furthermore, only half of pupils with attendance below 90% achieve the expected standard in reading, writing and mathematics at the end of Key Stage 2, compared with 71% of pupils with attendance above 99%.

The impact extends beyond academics - students who are frequently absent miss out on teacher-led lessons, peer interactions, and the development of positive social and aspirational skills that stimulate their learning and development. Government research demonstrates that every single day missed is associated with lower attainment outcomes, meaning even seemingly small absences can accumulate into significant learning loss over time.

### Our Advice

**Please do not book term-time holidays.** If you do choose to take your child out of school during term time for a holiday, the absence will be recorded as unauthorised and we will be required to refer the matter to the Local Authority, who will then consider issuing a penalty notice. We strongly advise families to plan holidays during the 13 weeks of school holidays available throughout the year.

### Exceptional Circumstances

We recognise that there may be genuinely exceptional circumstances (not holidays) where leave of absence needs to be requested, such as in cases of serious family emergency or bereavement. If you believe you have truly exceptional circumstances, please contact the school office to discuss this before making any arrangements.

If you have any concerns about your child's attendance or need support to improve it, please do not hesitate to contact us. We are here to work with you to ensure your child receives the best possible education.

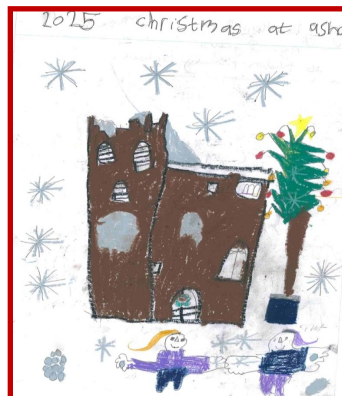
Thank you for your continued support in ensuring your child attends school regularly and achieves their full potential.

Yours sincerely,  
Mrs Reynecke-Raybould  
Headteacher

Address: Bartlow Road; Ashdon; Essex; CB10 2HB Tel: 01799584219 Email: admin@ashdon.essex.sch.uk

## Christmas Card Competition

**Winner**



**Runner Up**





## Mars Class Scientists

### Animals Including Humans - Reception and Year 1

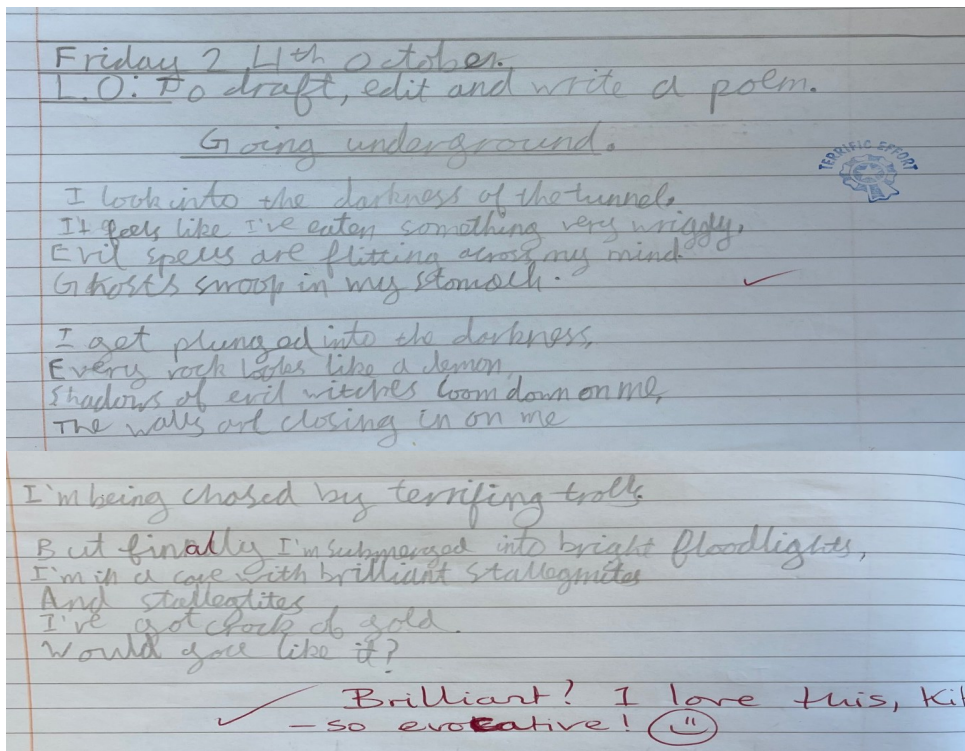
Our youngest learners have been busy exploring what all living things need to survive! Reception and Year 1 children have created wonderful pages showing the essential things that animals, including humans, need to be able to live. Through this topic, the children have learnt about the importance of food, water, air, and shelter. Their colourful and thoughtful work demonstrates a growing understanding of the natural world and how we care for ourselves and other living creatures. Well done.





# Mercury and Saturn Class

## Poets



### Poetry Writing - Mercury and Saturn Class

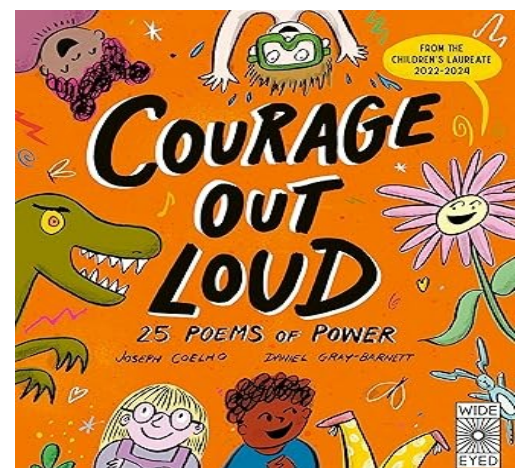
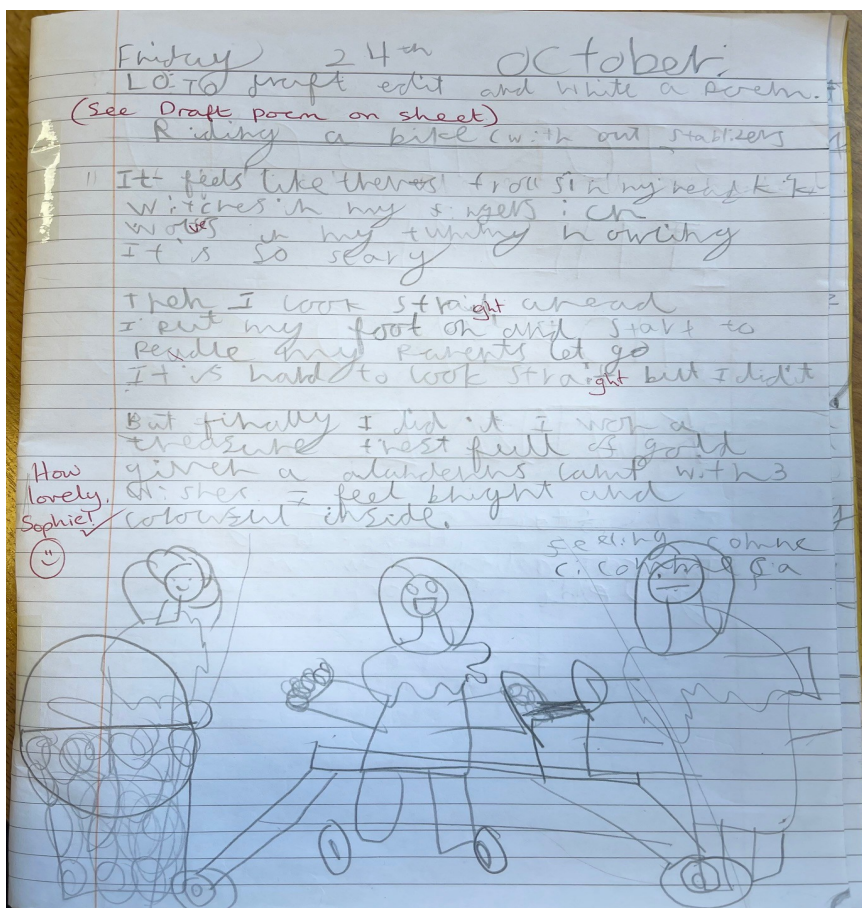
Mercury and Saturn Class have been immersing themselves in the wonderful world of poetry!

The children have studied various poems from the book *Courage Out Loud*, exploring how poets use language to create imagery and emotion.

They have learnt all about different poetic forms and techniques, and have written some truly amazing poems, demonstrating their creativity and flair for storytelling through verse.

We have been particularly impressed by the incredible vocabulary the children have used, carefully selecting powerful and expressive words to bring their poems to life.

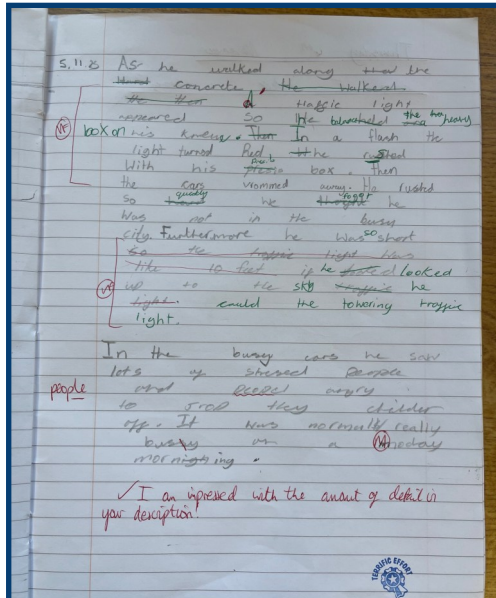
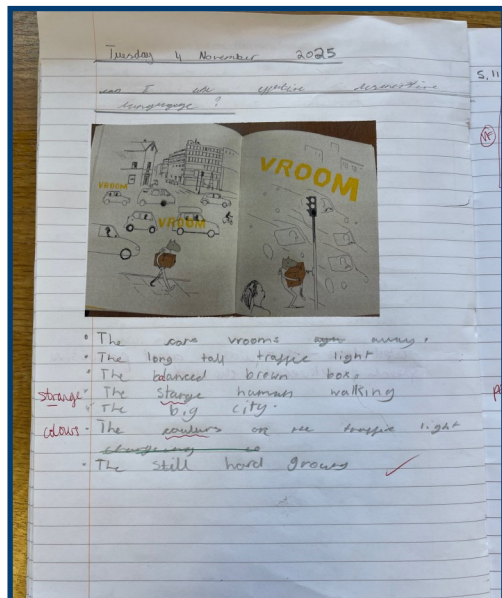
The results have been a joy to read - well done to all our talented young poets!





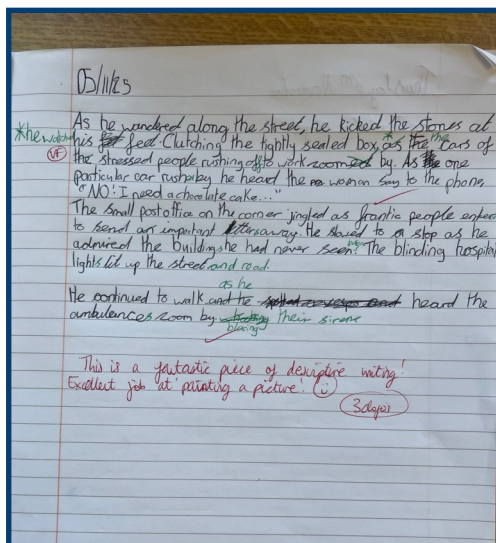
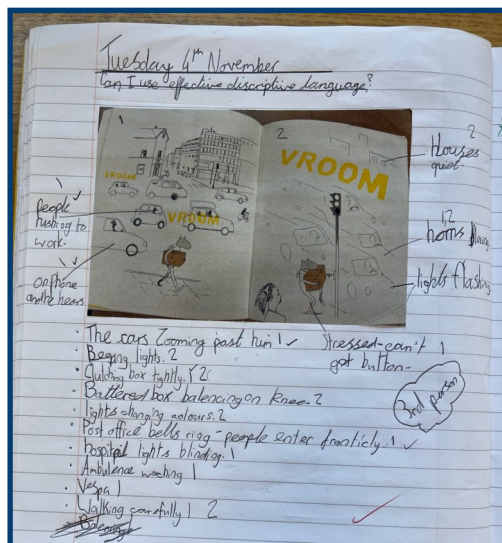
**Address: Bartlow Road; Ashdon; Essex; CB10 2HB Tel: 01799584219 Email: [admin@ashdon.essex.sch.uk](mailto:admin@ashdon.essex.sch.uk)**

# Jupiter Class Writers

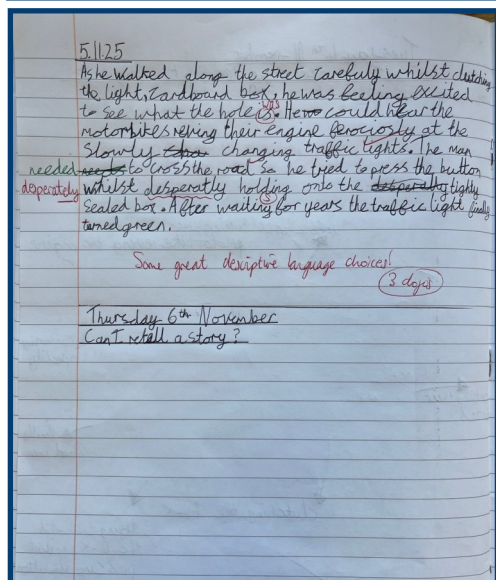
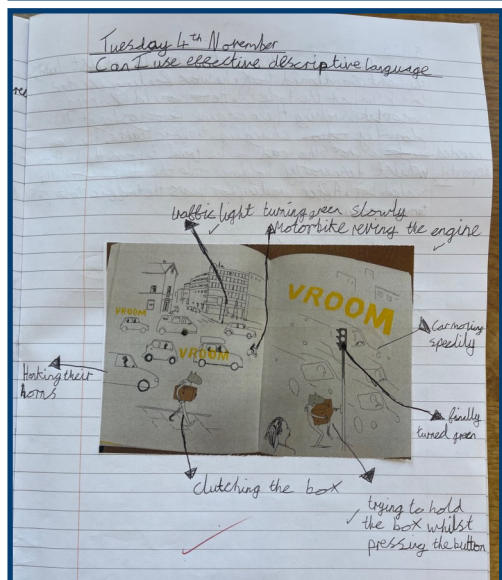


## Using Descriptive Language in Writing - Jupiter Class

Jupiter Class have been exploring the wonderful world of descriptive writing through the intriguing book *The Hole*. In this unique story, the protagonist discovers a mysterious hole in his apartment and seeks expert advice to explain it - but some things simply can't be explained! The book features expressive pen and computer-drawn



Using the evocative pictures as inspiration, each child has written a lovely descriptive paragraph, carefully choosing words to paint vivid images for their readers. The children have done brilliantly at bringing their observations and imagination to life through language. Well done, Jupiter Class!



## Attendance Winners of the Week!



Regular school attendance is one of the most important factors in your child's academic success and personal development. Each day at school offers unique learning opportunities, social interactions and experiences that cannot be replicated at home. When children attend consistently, they build strong relationships with teachers and peers, develop essential life skills and maintain the momentum needed to master complex concepts.

Missing school, even occasionally, can create gaps in learning that compound over time. Children who attend regularly achieve better grades, develop confidence and stay engaged with their education. Beyond academics, school provides a structured environment where children learn vital social skills and teamwork abilities.

**Congratulations to Saturn Class for having the highest attendance last week!** As our attendance winners, they will enjoy an extra 10 minutes of playtime as a reward for their excellent commitment to being in school every day.

We encourage all families to prioritise school attendance and to contact us early if challenges arise. Together, we can ensure every child has the best possible chance to thrive and reach their full potential.

**Jupiter Class: 91.5%**

**Saturn Class: 96.9%**

**Mercury Class: 86.7%**

**Mars Class: 94%**

## 5 Stars for Mrs Henry!!!

We're delighted to share some brilliant news! On the final day before half term, we received an unannounced hygiene inspection – and we're thrilled to report that Mrs Henry achieved a fantastic 5-star rating for maintaining a sparkingly clean kitchen.

A huge well done to Mrs Henry for this outstanding achievement! We are incredibly proud of her dedication and hard work in keeping our school kitchen in tip-top condition. It's wonderful to know that our pupils are being looked after in such an exemplary environment.

Thank you, Mrs Henry, for your continued commitment to excellence!





# Stars of The Week

Every week, we celebrate the wonderful achievements of our children through our Stars of the Week awards. These special certificates recognise children who have shown exceptional qualities in the classroom and beyond, reflecting our core school values of

Caring, Challenging and Celebrating. Whether it's demonstrating kindness and caring towards their classmates, showing tremendous effort and dedication when challenging themselves in their learning, or displaying real tenacity when faced with difficulty, each star is thoroughly deserved. Our Stars of the Week embody what it means to live our values every day.

Our Stars of the Week shine brightly as role models for others, showing what can be achieved through positive attitudes and hard work. Teachers nominate children from every class who have gone above and beyond, and we're immensely proud to celebrate their contributions to our school community. These awards remind us all that every child has the potential to be a star - it's not always about being the best, but about being your best.

Well done to all our stars - keep shining!



## Important Dates, Events and REMINDERS:

**\*Monday 10th November - Odd Socks Day! All children to come to school wearing ODD SOCKS. This is to promote Anti-Bullying. £1 donations will go towards supporting against bullying**

**\*Tuesday 11th November @09:30 - Open Morning and @18:00 - Open Evening**

**Children and staff will be attending the war memorial for 11:00 am.**

**\*Tuesday - All New Reception Parent Private Tours Starting - Please tell parents to book tours if they are interested in seeing our lovely school for their own child!**

**\*Wednesday 12th November - Mars and Mercury Class doing Scootability Training**

**\*Thursday 13th November - Toddler Parent Playgroup @ 09:00-10:00**

**\*Friday 14th November - Children in Need Day - £1 Donations - for wearing Pudsey or yellow clothing, All going towards the Children In Need Fund**

**\*Friday 21st November - Non-Uniform Day - Donations in the form of Chocolate (this will go towards the tombola table for the Christmas Fair)**

**\*Monday 24th November - Flu immunisation day - please consent or decline.**

**\* Friday 12th December @ 10:00 and 14:00 - Nativity Play Performances**

**\*Wednesday 24th December - Christingle Service @ 16:00**

# Uniform for 2025-2026

Trousers	Navy Blue
Shorts	Navy Blue (Smart)
Skirts	Navy Blue
Pinafore	Navy Blue
Polo Shirt	Light Blue
Jumpers	Navy Blue
Cardigans	Navy Blue
Sweat-shirt	Navy Blue
Summer Dress	Blue & White Check
School Shoes	Black (No Trainers/no boots)
P.E Kit Winter	Navy Sweatshirt & Tracksuit Bottoms
P.E Kit Summer	Navy Polo Shirt and Navy Blue Shorts
P.E Shoes	Black Plimsolls or Black trainers
Swimming Kit	Swimsuit (girls) Swimming Trunks (boy) Swimming hat Pool will not allow boys wearing long swimming trunks Towel
Hair Accessories	Blue, white or black only
Jewellery	Earrings: small studs only Watch

## Summer Uniform:



## Summer P.E Kit:



## Winter Uniform:



## Summer P.E Kit:



## Other Items:



A huge thank you to parents and carers who have made sure that our lovely pupils are wearing the correct uniform. They look lovely and so smart!

Please make sure that your children also have the correct P.E. kit as we will be doing lots of exercises! Also make sure that you take out earrings on P.E. days.

Jupiter Class parents and carers, please make sure that your child has a P.E. kit as well as a swimming kit ready. Thanks :-)