



Welcome to Pound Hill Infant School

**Pound Hill Infant School is once again judged outstanding in every area!
OFSTED - July 2014**

Thank you for requesting information about our school. This information will provide you with an introduction to Pound Hill Infant School where we hope your child will enjoy the early years of his/her education. We believe that the atmosphere of our school is most important. We have a happy, positive ethos and would welcome the opportunity for you to experience this by visiting us during one of our open morning parent events. These events will allow you to find out more about the school and have an opportunity to look around. We believe that the partnership between the family and the school is vital to the development of your child. At home you will provide many valuable learning experiences which we build on to offer new and exciting opportunities to help your child grow and develop to his/her full potential.

We look forward to meeting you.

Ms Julie Knock-Bravery
Headteacher

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Learn, laugh and grow together!

Our Vision Statement

A Happy, Confident Individual

A Successful Learner

A Responsible Citizen

An Effective Contributor

What this means at Pound Hill Infant School:

A Happy, Confident Individual

- has a positive attitude
- asks questions
- tries really hard even when things are difficult
- is not afraid to get things wrong

A Successful Learner

- has a love of learning
- solves problems
- is innovative and creative
- manages risks
- uses strategies and has the confidence to cope with and adapt to change
- responds positively to opportunities, challenges and responsibilities
- finds out what they need to know in lots of different ways (research)
- is enterprising

A Responsible Citizen

- has a moral and ethical attitude
- is a responsible and caring member of the community
- is a considerate member of their community
- is respectful of the environment and each other

An Effective Contributor

- shares their ideas and has confidence they will be listened to
- talks confidently and listens and respects other people's opinions and ideas
- helps to decide how they will learn and what they will learn
- helps to make their school even better
- thinks about how they and others can do things even better
- is an advocate of their school

What OFSTED say about our school

Pound Hill Infant School is an outstanding school:

- The attainment of pupils at the end of Key Stage 1 is markedly above average. Pupils do especially well at the higher levels in reading, writing and mathematics.
- Children make rapid progress in the Early Years Foundation Stage.
- Pupils make exceptional progress from their individual starting points
- Teaching is consistently good and the majority is outstanding.
- Pupils behaviour is exemplary and makes an outstanding contribution to their learning.
- Leadership at all levels is exemplary.

Parents as Partners

We seek to work as closely as possible with the parents of the children that we teach. As part of this partnership a **Home/School/Child Agreement** has been produced. This was written in consultation with children, parents, governors and teachers. We have signed it on behalf of the school and we ask all parents/carers and children to sign it and support the agreement at home.

Another way to be involved is to volunteer to help in school. Parents/carers are always welcome to take part in a variety of activities. To safeguard our children you may be required to complete a Disclosure and Barring Service Check. There is also an opportunity to be part of The Friends of Pound Hill Infant School or an opportunity to become a Parent Governor if a vacancy exists.

School Governors

School Governors are a group of people selected from across the community to work with the Headteacher to provide a safe and happy learning environment where every child can succeed according to their ability.

Governors are responsible for the strategic direction of the school, establishing suitable policies, monitoring standards and ensuring value for money.

The only qualification needed to become a Governor is a desire to maintain and improve our very high standards, and the ability to allocate time to visit the school. Full Governors' meetings are usually held twice a term, but much of the work is done in committees, which all Governors share. It is essential that all Governors are able to visit the school during working hours to observe the school at work, and to support various functions. We notify parents when there is a vacancy and elections usually take place in September.

We value your involvement in all aspects of school life and becoming a School Governor is especially rewarding. If you would like further information please speak to any of our Governors (see a list of current Governors under Staff Listing) or contact the Chair of Governors. There is a comprehensive Induction Programme and regular training sessions.

Mrs Elizabeth Davis, Chair of Governors

Learning

The Curriculum

At Pound Hill Infant School, we believe in the importance of teaching children a love of, and the essential tools for, lifelong learning. Through our curriculum we provide opportunities for our children to think and behave creatively, solve problems, be innovative, respond positively to challenges, manage risk and adapt to change. All our learning has a strong emphasis on key skills particularly reading, writing and mathematics. We believe that a creative and exciting curriculum combined with rich learning experiences is the key to children's success. We set out to develop happy, confident, creative learners in a variety of ways:

- A curriculum based on the needs of learners and high aspirations for society.
- A curriculum with personal, social, emotional, environmental, community cohesion and citizenship at the heart.
- Using a flexible timetable
- Rights, Respecting Schools (www.unicef.org)
- Mantle of the Expert (www.mantleoftheexpert.com) and enterprise skills such as decision making, team working, persistence, collaboration, flexibility, confidence, managing risks, coping with change and responding positively to challenges.
- Supporting children to use ICT as a tool for thinking and doing, aiding their learning. Developing learners who are confident in using tools for research, analysis, creativity and communication.
- Learning outside the classroom, including Forest Schools.
- Enriching and enhancing learning experiences with a wide range of visitors and visits.

This is our interpretation of creative teaching, not something that happens once a week, but something that is at the core of our curriculum. We are constantly investing energy into our school ensuring that learning never stops, so that creative experiences result in sustainable change.

The school's Curriculum Plan and Teaching and Learning Policy are available on the school website or from the main school office on request.

Mantle of the Expert

Our teachers use highly creative teaching methods to engage and challenge children. Problem solving and investigations are a regular focus of children's learning. Mantle of the Expert is used as a regular teaching tool and requires children learn through establishing an enterprise, providing a service for an identified demanding client. For example in Early Years the children help Mother Goose to solve problems for her nursery rhyme friends, such as convincing Incy Wincy Spider to stop scaring a very frightened Little Miss Muffet! In Key Stage 1 the World Wildlife Federation (WWF) commission's the children as Eco Guardians to work as educational tour guides in Africa. Their role is to support the WWF to educate visitors and local people about conservation in a region of Africa

www.mantleoftheexpert.com

Learning Outside

At Pound Hill Infant School we believe children benefit from real life 'hands on' experiences where they can see, hear, touch and explore the world around them and have opportunities to experience challenge and adventure. These experiences take place in our school grounds, in the local environment and further afield, such as a local forest. We also have trained Forest Schools Leaders and Assistants within our staff team. Forest Schools is all about getting out into the woods to explore and learn. It was developed in Scandinavia in the 1950's – using woodland as an 'outdoor classroom', helping young people to learn about the natural world. A Pound Hill Forest School typically lasts six weeks with the children visiting a local forest school site for a morning or an afternoon session. We plan a range of activities, which are tailored to the children's interests and abilities.

The School Meeting

The School Meeting gives every child an opportunity to voice their views, ask questions and make suggestions. The meetings are chaired by our Rights, Respecting Schools Mentors with the help of a member of staff. Everyone joins in and every comment is treated as equally important. The meeting is an opportunity to discuss important themes such as anti-bullying, discrimination, rights and responsibility and suggestions for school improvement.

Religious Education

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the West Sussex Agreed Syllabus.

Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other, and to the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live. If a parent wishes to request that their child is wholly or partly excused from attending acts of collective worship they should write to the Headteacher.

Learning at Home

We cannot emphasise enough the importance of parents reading with their children at home and would encourage parents to buy a book bag, and read and change the books regularly. A Home Learning Diary will be sent home every day and we encourage parents to write in this frequently. Reading is the main homework priority in school, alongside this; children in Key Stage 1 will also periodically be set spellings and other tasks according to the curriculum. The school also provides children with access to the online mathematics program 'Mathletics' which can be used both in school and at home and provides an exciting alternative to more traditional forms of mathematics homework.

Pupil's Progress

Every child's progress in Reading, Writing and Mathematics is monitored at least termly. Progress in other curriculum subjects is also monitored termly but will be determined by the context of the curriculum being taught. The outcomes of this monitoring will determine whether any additional support is required to ensure every child is making the very best progress in their learning.

How do we keep you informed about your child's progress?

An Open door!

We are proud of our open door policy at Pound Hill Infant School. If you have any quick questions, queries or would like to celebrate any achievements with us, then please do not hesitate to talk to your class teacher or member of our staff team. We are also happy to discuss your child's progress in greater depth at any time during the year. These meetings usually take longer and therefore we ask that you arrange a convenient time with the class teacher either directly or via the main school office.

Termly Consultation Meetings

Parents are invited to meet with the class teacher at a termly consultation meeting. Information on these meetings and how to make an appointment is circulated in advance each term.

An annual report

Parents receive an annual report which details a summary of their child's achievement in the summer term.

Staff Listing

Headteacher

Ms J Knock-Bravery

Deputy Headteacher

Mrs A Watson – Additional Needs Leader

Other Members of the Senior Leadership Team

Mrs G Masters - Business Manager
Mrs J Brewis – CPD and Lead coach/Mentor
Miss C Delgado – Early Years Leader
Miss S Stallard – Key Stage 1 Leader

Teaching Staff

Miss G Blackie
Mrs K Brown
Mrs A Hillebron
Miss B Jolley
Mrs R North
Mrs J Peace
Mrs A Stewart (Miss Cannaby - January 2015)
Ms H Thorn
Mrs L Thwaite

Office Staff

School Secretary
Bursar
Receptionist

Mrs L Gilliat
Mrs L Laird
Mrs J Cox

Pastoral Support Team

Welfare Assistant
Children and Family Support Worker
Play Therapist

Mrs J Bubb
Miss D Robinson
Mrs S Cook

I.C.T. Technician/Teaching School Administrator

Mrs J Webb

Premises Manager

Mr T Adshead

Higher Level Teaching Assistants

Mrs H Davis
Mrs J Millard
Mrs L Sharp

Teaching and Learning Support Assistants

Mrs M Botting
Mrs K Hayward
Mrs J Holmes
Mrs C Hook
Mrs S James
Mrs S Nelson
Mrs J Oliver
Mrs E Rengger
Mrs J Sepulveda
Mrs S Truss

Midday Meals Supervisors

Mrs L Messenger - Senior MDMS
Mrs E Rengger – Senior MDMS
Mrs Bastin Mrs Payne
Mrs Bedwell Mrs Peel
Miss Byrne Mrs Prior
Mrs Gifford Mrs Edge
Mrs Hunt Mrs Rice
Mrs Jenkins Mrs White
Mrs Dyos

Governing Body

Chair of Governors

Mrs E Davis

Vice Chair

Mr B Muirhead

Staff Governors (incl. Headteacher)

Mrs K Hayward
Ms J Knock-Bravery
Mrs A Watson

LA Governor

Mr A Livingstone
Mrs F Lofty

Community Governors

Mrs R Fox
Mrs E Smith
Mr M Clawson

Parent Governors

Mrs A Cowdry
Ms C Berrisford
Mr D Mahesan
Mrs L Qureshi

Clerk to Governors

Mr G Crouch

Caring

Behaviour and the School Charter

Our school has developed its own School Charter, which is based on the UNICEF Rights Respecting School initiative. We put a great deal of emphasis on rewarding children for being responsible and ensuring the rights of others is respected. We also have a very structured approach to using sanctions for inappropriate behaviour, and have developed a comprehensive Behaviour policy which incorporates the school's Anti-Bullying Policy. Both are implemented rigorously and consistently throughout the school. A copy of the Behaviour Policy is available on the school website or from the main school office on request.

Our School Charter

Our Rights

1. The right to learn
2. The right to play and have friends
3. The right to feel and be safe
4. The right to feel included
5. The right to be heard
6. The right to be me

Our Responsibilities

We will listen and be listened to
We will not call out
We will do our best

We will share
We will be kind and gentle
We will look after each other

We will look after our things
We will tidy up
We will not hurt people

We will work as a team
We will not leave people out
We will help each other

We will share our ideas
We will listen to others
We will have a go

We will accept that we are all different
We will say well done
We will be honest

Celebration Time

Friday afternoon is a firm favourite with our pupils as it contains Celebration Time! The children can earn 30 minutes of Celebration Time each week by ensuring they are responsible and ensure the rights of others are respected, as set out in our School Charter above. During this time the children can choose what they would like to do. This can be ANYTHING! Often children choose things like painting or construction - but this is also a time where they can visit other classrooms to see friends, or even someone who used to teach them!

Special Educational Needs

We are an inclusive school and as such cater for pupils with a wide range of needs. Our Additional Needs Leader is Mrs Amy Watson who is responsible for the provision for pupils with special educational needs and the schools liaison with their parents. We follow the Code of Practice for Special Needs and this important part of our work is monitored carefully by the governing body.

Parents are always consulted if concern is raised by the school about their child's educational, personal or social needs. Support is offered to pupils in a variety of ways - both within class and in withdrawn groups.

The school's SEN Policy is available on the school website or from the main school office on request.

Equalities, Diversity, Accessibility and Community Cohesion

Pound Hill Infant school provides education for all, acknowledging that the society within which we live is enriched by diversity. We strive to ensure that the culture and ethos of the school reflects the diversity of ALL members of the school and wider community; we seek to ensure that everyone is equally valued and treats one another with respect and fairness. Children and other members of our school community are provided with the opportunity to experience, understand and celebrate diversity.

The school will make every reasonable effort to meet the requirements of pupils with Special Educational Needs, including those who may have a disability, as defined in the 1996 Act.

Pupils with disabilities will be given access to the full range of educational opportunities provided at Pound Hill Infant School. Every reasonable effort will be made by the school to ensure that pupils with disabilities have access to the whole site e.g. use of ramps, handles in the toilets or by offering appropriate physical assistance.

The school building provides very good access and facilities for people with disabilities, including a specially equipped toilet. The main building is all on one level.

The relevant school policies are available on the school website or from the main school office on request.

Child Protection

At our school we are committed to ensuring the safety and protection of our children at all times. This includes keeping our children safe from abuse and neglect. As professionals we have a legal responsibility to safeguard and promote the welfare of our pupils, and to refer and monitor any children who we believe to be at risk from abuse. Our Designated Person for Child Protection is our Headteacher, Ms Julie Knock-Bravery. The school has a policy on the Safeguarding of our children, which is available from the school office on request.

Practicalities

Bringing your child to school

The school doors open in the morning at 8.40am.

The doors will shut promptly at 8.45am and all children should be in their classroom ready to start school at 8.50am.

Foundation Stage parents should wait on the playground outside Apollo, Galaxy and Comet classrooms. Year One and Two parents should wait on the main playground until the year group cloakroom doors open.

Medical Room

If a child is unwell, has fallen over or is feeling unhappy, the staff in the medical room is on hand to offer lots of TLC! A number of our team are trained to administer First Aid. All medical items such as inhalers are kept securely stored in the medical room.

As a principle the school does not routinely administer medicine however if your child has specific needs please talk to the Welfare Officer or arrange to talk to the Additional Needs Leader.

We do ask that if your child is unwell with a potentially contagious illness that they remain at home. Stomach or sickness bugs are particularly highly contagious. In this case, to minimise the spread of the infection we request your child does not return to school for at least 48 hours after the last bout of sickness or diarrhoea.

Food and drink during school

In the Foundation Stage the children are given a range of fruits and vegetables to share as part of their daily snack routine. In Years One and Two the children are offered a piece of fruit as part of the Governments' Healthy Eating Scheme. Sweets, chocolate, fizzy drinks and nuts are not suitable as a snack and are not permitted to be brought to school.

From September 2014 all children receive a free hot school meal each day. For more information on menus etc. please go to the Chartwells' website -**www.mealselector.co.uk** or pick up a copy from the school office.

If your child prefers to bring in their own lunch please inform the main school office and ensure you choose a lunchbox and flask that your child can manage to open themselves. It is tempting to put a large quantity of food into your child's lunchbox to ensure they are not left hungry; however this can be a little overwhelming for a young child. We respect that you are in the best position to judge a suitable amount of food to include, but please be assured we will let you know if your child is telling us it is too little or too much.

Pupil Premium

Pupil Premium – If you are in receipt of Income Support, Jobseekers Allowance or Income-related Employment and Support Allowance, your child may be eligible for Pupil Premium. The school is entitled to claim substantial additional funding for all eligible children. If you think your child may be eligible please contact the main school office for more information on qualifying criteria.

You can also order daily milk for your child from Cool Milk. The milk is completely **free** for all children that are under-five or registered for free school meals, and is **subsidised** for children aged five or older. Just register at www.coolmilk.com or complete a registration form available from the school office.

What if I have a concern about my child?

Teachers are available before or after school for you to pass on any immediate information or ask a quick question. As you will appreciate these times are often very busy, therefore if you would like to discuss an issue in greater depth please arrange a convenient time to meet with the class teacher either directly or via the main school office. Alternatively, you can always pass on information or talk to someone in the medical room (there is always someone in there at the start and end of the school day). We would much rather hear about any worries you have, as most can be sorted really quickly! If you are still concerned you should make an appointment to see the Headteacher via the main school office.

Absences

If your child is absent from school for any reason (illness, medical/dental appointments, unforeseen circumstances, etc.) we ask you to telephone us on the same day to let us know. On your child's return we ask you to provide a written note stating the reason for the absence. Emails are also acceptable. If no written explanation is received the absence will be considered as unauthorised.

If there are any concerns about a child's attendance or punctuality the matter will be referred to the Headteacher and the Education Welfare Services.

The expected level of attendance for Primary School aged children is a minimum of 95%.

**Please see the Parent Guidance on Attendance and Punctuality
for more information.**

Appendix 1

School Uniform

The school uniform colours are Maroon, Grey and White.

We work in partnership with Taylor Made Uniforms Limited as the approved uniform supplier for our school. Taylor Made Uniforms are a family run business with family values at heart and are based in Horsham.

What you can expect from Taylor Made Uniforms Limited:

- Friendly efficient service offering good quality uniform at an affordable price
- Availability to visit to try on uniform before you purchase, by appointment only
- Free delivery to school every Friday afternoon for you to collect from the office
- Free returns or exchange
- Online ordering system or by phone or email
- Flexible method of payment, credit or debit card, cash or cheque

Further details on Taylor Made can be found by visiting their website

www.taylormadeuniforms.co.uk

by contacting them on either **01403 250644** or **0800 643 0712**.

Their email address is **taylormadeuniforms@hotmail.co.uk**

Detailed order forms with prices are available from the school office.

Please note that water bottles, book bags and PE bags will continue to be available for purchase from the school office.

Children should wear grey trousers, shorts or skirts/pinafore dresses with the maroon sweatshirt or cardigan (ideally with the school logo) and a white polo shirt (with or without a school logo). In the summer girls may wear pink checked gingham dresses. Footwear should be plain black shoes or plain black boots (with no loose attachments such as tassels). Please note high heels, open toes (even with socks) or strappy sandals are not permitted. No child should wear trainers, and they should always wear socks.

The wearing of jewellery at school is considered unsuitable. Only stud earrings are permitted to be worn, however they will need to be removed on P.E. days. If a child does wear stud earrings they must be able to remove them for P.E. when required or avoid wearing them on days when they have PE.

It is essential that ALL items of clothing are clearly named - when you are six all maroon sweatshirts look the same!

P.E.

In Key Stage 1 (Yrs. 1 and 2) the school P.E. uniform is maroon shorts and a plain white round neck t-shirt plus a pair of black plimsolls or non-branded light weight trainers with Velcro fastening. The children have one outside PE session each week and therefore we also request they also have a non-branded tracksuit when the weather is colder. There is no P.E. uniform for children in Early Years although they can wear the above uniform if parents prefer. All P.E. kit should be kept in a PE bag on the child's cloakroom peg.

Charging for School Activities

No charges are made for activities which are part of the school curriculum. However you will be invited to make a contribution of all or part of the cost for additional activities such as school visits. It should be noted that without the support of voluntary contributions it may not be possible for such activities to take place. The school's full Charging Policy is available on the school website or from the main school office on request.

After School and Enrichment Activities

The school provides a wide range of after school and enrichment activities. These are often provided by specialist coaches or teachers and a charge may be made. Children will need to be collected from all after school activities as no pupil is allowed to walk home alone.

Complaints

If you have any general concerns about any aspect of your child's education you should firstly contact your child's class teacher and then if necessary the Headteacher or Chair of Governors. The full Complaints Policy is available on the school website or from the main school office on request.

The Friends of Pound Hill Infant School

The Friends of Pound Hill Infant School is a registered charity that raises extra funds for Pound Hill Infant School. The committee is run by parents and teachers.

The aim of the committee is to raise money for the school whilst also providing some extra fun activities for children. For example, the Friends organise a Christmas market, an Easter egg hunt, a sponsored bounce, an alphabet market and discos, all of which are immensely enjoyable for the children, whilst raising a great deal of money for the school. We also organise events for parents like a Quiz Night or Racing Night.

The focus of the fund-raising is suggested by the school in consultation with the children through the School Council. Last year's funds went towards the creation of the library which will be enjoyed for many years to come.

The committee is always looking for new members and new ideas. If you wish to volunteer for this worthwhile and enjoyable cause, please complete the form that will be included in the school starter pack. The commitment is not huge – The Friends meet every 2 or 3 months for a couple of hours and the meetings are informal and fun. We look forward to seeing some new members!

Joanne Gill, Chair of the Friends of Pound Hill.

We look forward to welcoming you to Pound Hill Infant School.

**POUND HILL INFANT SCHOOL
CRAWLEY LANE
POUND HILL
CRAWLEY
WEST SUSSEX
RH10 7EB
TEL: 01293 873975**

EMAIL: office@poundhillinfant.org.uk

WEBSITE ADDRESS: www.poundhillinfant.w-sussex.sch.uk

**Awarded National Support School Status – March 2012
Awarded National Teaching School Status – March 2013
Awarded Mantle of the Expert Training School Status – June 2013
Awarded national recognition for the professional development of
teachers, leaders and support staff April 2014**

APPENDIX 1

Parents Guidance on Attendance and Punctuality

We believe that pupils can only take full advantage of their education if they attend school regularly and punctually. The school curriculum is carefully planned each day to ensure children receive rich and varied learning. A child misses valuable learning opportunities if they do not attend school regularly and on time. The learning they miss results in them having to spend time catching up, whilst persistent lateness or non-attendance could significantly disadvantage them throughout their school career.

Please help us to ensure your child gets the best education possible by bringing them to school regularly and on time.

At school we aim to:

- **promote excellent levels of school attendance and punctuality to ensure all children have the opportunity to achieve their full potential**
- **promote consistent practices and procedures**
- **identify and deal with problems, which may lead to non-attendance.**

Arriving late to school

The school doors will open in the morning at:

8.40 am Early Years (from November the doors open at 8.30am)

8.40 am Key Stage One

The doors will shut promptly at 8.45am and all children should be in their classroom ready to start learning at 8.50am, any time after this will be recorded in the register as late. If a child arrives at school after 9.00am it will be recorded as unauthorised* in the register (see Unauthorised Absence). If a child is frequently late the parents/carers will be invited to a meeting with the Headteacher. All parents arriving late with their children after 8.45am will need to enter through the main school office and will be met by the Headteacher. *'10 or more unauthorised sessions (a morning is one session) will be referred to the EWO and could result in a fixed penalty fine.'

Authorised Absence

Absence due to illness

Please telephone school on the first day of illness. All absences **must** be followed up with a written explanation, an email is acceptable. If no written notice is received it will be recorded as unauthorised.

Children should not attend school for at least 48 hours if they have a sickness and/or have diarrhoea which is caused by a contagious bug. Such illnesses can spread quickly in the school environment.

Whilst school appreciates young children are often unwell registers are monitored regularly. If a child is viewed to be having a great deal of absences from school due to illness, parents/carers will be invited to a meeting with the Headteacher to discuss their child's health problems and offered advice on any additional help available. In cases of excessive absence due to illness, the Headteacher has the right to request a medical certificate before authorising any further absence (see unauthorised absence).

Absence due to medical appointments

If possible doctors/medical or dentist appointments should be made outside of the school day. Please ensure the school is informed in advance by bringing the original appointment card/letter to the school office if your child needs time out of school for a medical or hospital appointment.

Applying for Absence from Learning due to religious beliefs.

If your Child is attending a religious festival or ceremony please request an Absence from Learning Form from the main school office. Only requests submitted in advance of the event and on this form will be considered by the Headteacher. Unfortunately the school cannot authorise family parties or meetings of a non-religious nature.

Applying for Absence from Learning.

There is no legal entitlement to holidays during term time. Only unavoidable and exceptional circumstances will be considered for an authorised leave of absence during term time. School will consider each request individually taking into account the circumstances. School will request evidence to support this application, such as appointment letters, employer confirmation of holiday restrictions, confirmation of visa allocation date, etc. Please note that the submission of supporting evidence may not routinely mean a request will be authorised.

All absences relating to a holiday not authorised in advance by the Headteacher will automatically be classed as an unauthorised absence. The Department of Education has advised schools that any absence for an unauthorised holiday of five consecutive days or more will lead to the issuing of a Fixed Penalty Notice to each parent/carer. All unauthorised holidays for longer durations could result in a child being removed from the school register, resulting in the parent having to reapply for a place at the school (where applicable this will be subject to the waiting list).

Unauthorised Absence

If the procedures outlined above and over the page are not followed this will result in a child receiving an unauthorised mark in the register. Both school and the Local Authority (LA) take unauthorised absences very seriously. All unauthorised absences are reported to and followed up by the LA Education Welfare Services and could result in legal action, this could include a £60 fixed penalty fine being issued to each parent/carer of a child obtaining ten or more days unauthorised absence during a school year.

If a child is continuously absent from school for a period of twenty days without notification they could be removed from the school register, resulting in the parent having to reapply for a place at the school (where applicable, in popular schools this will be subject to the waiting list).

No absences, even for unavoidable and exceptional circumstances will be authorised during the following periods:

All children	the first two weeks of the academic year
All children in Year 2	Spring half term (February) until Summer half term
(May)	
All children in Year 1 and 2	Phonics Screening Check week beginning 15
June 2015	

Essential preparations for, and the administration of, important assessments are planned for this time and therefore children who miss these learning opportunities and will be at a disadvantage.

APPENDIX 2

Admission/Application information

The Local Authority, West Sussex County Council, is responsible for the allocation of all school places.

If your child has been allocated a place at our school you will be offered this by letter in the Spring Term prior to your child's admission. During the Summer Term you are invited to an induction meeting to find out more about starting school and your child will be invited to play afternoons where they can have fun and meet the staff! All children will have a full-time place allocated to them. If a parent feels that a full-time place is not in the best interests of their child then please contact the main school office and we will be happy to discuss the matter further with you. We aim to have all the children into school as quickly as possible. We initially operate a short staggered entry system, to ensure all the children settle in their classroom and are happy. We will discuss this further with you at our induction events for parents.

New Starters

You should receive information from the West Sussex County Council's Pupil Admissions Team on how to apply for a school place approximately a year before your child is due to start school. This is mainly done

on-line during the stated period (October-January). If you do not receive this information you will need to contact the Admissions Team – see below for details.

Year of admission to school:

Date of Birth between	Year of Admission
01/09/2010 – 31/08/2011	September 2015
01/09/2011 – 31/08/2012	September 2016
01/09/2012 – 31/08/2013	September 2017
01/09/2013 – 31/08/2014	September 2018

In-Year Applications:

Date of Birth between	Academic Year 2014/2015
01/09/2007 – 31/08/2008	Year 2
01/09/2008 – 31/08/2009	Year 1
01/09/2009 – 31/08/2010	Early Years (Reception class)

For information on all Admissions, transfers or if you are new to the area please contact:

Horsham (North)

Pupil Admissions Office
County Hall North
Chart Way
Horsham
West Sussex
RH12 1XH

Phone: 03330 142 903

Fax: 01403 240158

Email: admissions.north@westsussex.gov.uk

More information is available on the WSCC website. Information on pre-schools/nurseries in the area can also be found on: www.westsussex.gov.uk

The schools serving the Pound Hill area are Milton Mount Primary School, Pound Hill Infant School and Pound Hill Junior School. The catchment area for Pound Hill Infant School lies within the triangle of Worth Park Avenue – M23 – Worth Way and the railway along Station Hill.