



# Aylsham High School

*Part of the Aylsham Learning Federation  
It takes a Whole Community to Educate a Child*

July 2023

Dear Parent/Carer

I hope that you and your family are looking forward to the summer holidays and enjoy the weeks ahead and your time together.

Although it seems a long way off, I know that your attention will turn at some point to the start of the new academic year. The essential parent guide 2023-24 can be viewed on our school website [Essential Guide for Parents - Aylsham High School](#). As well as providing details of our uniform supplier, we have also updated the dos and don'ts of what to buy in relation to uniform here [School Uniform - Aylsham High School](#). We hope you will find these useful to you. In addition to the guidance on uniform, the essential parent guide also includes some reminders around behaviour, attendance and our rewards and sanctions policy including isolation. The main reason for this is to ensure that we reinforce our expectations of all students and the roles we need to play.

The first day of term for students is Wednesday 06 September 2023 when we will be on week 1 of the timetable. Students should go straight to their first lesson.

The school receives additional funding linked to the number of students on roll who are eligible for free school meals or have a parent who is a member of the armed forces. If you are not currently claiming free school meals, but you are on Child Tax Credit (with no Working Tax Credit) with an annual income of less than £16,190 per annum, or if you are on other benefits, it may be that you are entitled to claim free school meals. Please contact Mrs Blois at [rblois@aylshamhigh.norfolk.sch.uk](mailto:rblois@aylshamhigh.norfolk.sch.uk) for further information if you think you may be eligible or [click here for more information](#). If you have not yet informed us and you are a member of the armed forces, we would appreciate if you could notify us in writing either by letter, addressed to Mrs R Blois or via email - [office@aylshamhigh.norfolk.sch.uk](mailto:office@aylshamhigh.norfolk.sch.uk).

Students and families are advised to check [School bus timetables - Norfolk County Council](#) for details of any bus changes and timetables for September. Students who will continue to travel on a bus with the same bus number will not receive a new pass, and they MUST keep hold of their current pass and continue to use it in September. It is therefore important that students preserve their bus passes in as best condition as possible. If any students are changing bus number, new passes which will be issued to them in August. If a student loses or damages their bus pass, a temporary bus pass can be issued for a limited period by our receptionist. Parents will need to contact Norfolk County Council Transport on 0344 800 8020 to arrange a replacement permanent pass at a cost of £12. Sanders Coaches currently have a bus service to Aylsham High School from North Walsham, through Swanton Abbot, Skeyton and Burgh. The timetables can be located at [Timetables | Sanders Coaches](#).

We are committed to providing the best possible communication links between school and home. General letters will be forwarded to you via email and will be available on the school website. Some letters are also available via SIMS Parent including your child's attendance letters.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle

Aylsham High School · Sir Williams Lane · Aylsham · Norfolk · NR11 6AN

Tel: 01263 733 270 · Email: [office@aylshamhigh.norfolk.sch.uk](mailto:office@aylshamhigh.norfolk.sch.uk) · [www.aylshamhigh.com](http://www.aylshamhigh.com)



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Our weekly digest is also published and uploaded to our website on a Friday at 4pm these can be viewed by following this link [Weekly communication digest and School Bulletins - Aylsham High School](#). We provide reports at key points across the year and these need to be accessed via SIMS Parent, for which an email address is essential. If you have not yet registered for SIMS Parent, please ensure that you do so in September by emailing [simsparent@aylshamhigh.norfolk.sch.uk](mailto:simsparent@aylshamhigh.norfolk.sch.uk). It is important that we have your up to date email address at all times so please do advise us by writing to [office@aylshamhigh.norfolk.sch.uk](mailto:office@aylshamhigh.norfolk.sch.uk) if your email address changes. Please also advise us by letter or email of any changes to your contact details, for example your address or phone number. This enables us to ensure our records are in order. We will also contact you via text from time to time.

The attendance letter for September 2023 has been included on the next page of this letter. Please make sure you read this. Further information about school attendance can be found on our website [AHS Attendance and Leave of Absence Request](#).

It is only by working together that we will continue to improve the standards we achieve as a school. A clear shared understanding of basic expectations around uniform, attendance and behaviour ensures that we do not lose time on trivial arguments when we should be focusing on learning. I know that I can count on your support in this as we all share a common goal of ensuring that Aylsham High School is the very best it can be.

Have a wonderful summer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DJS', with a stylized flourish underneath.

Duncan Spalding  
Executive Headteacher



# Aylsham High School

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Dear Parent/Carer

September 2023

## Regular School Attendance and Parent's Legal Responsibilities

At Aylsham High School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

### ***The important legal information***

The Local Authority operates a system where any pupil with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at Aylsham High School who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken.

There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

### ***Requests for leave of absence***

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

I hope we can count on your support in this matter. Please do not hesitate to contact me if you have any questions.

Yours sincerely

Duncan Spalding  
Executive Headteacher

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