



Wells-next-the-Sea Primary and Nursery School
Polka Road, Wells-next-the-Sea
Norfolk, NR23 1JG

www.wensumtrust.org.uk/wells-next-the-sea

01328 710320

office@wells-next-the-sea.norfolk.sch.uk

11th September 2026

Happy New (school) Year!

It's wonderful to welcome you all back to a new school year, and to our new families, welcome to WPNS. We're looking forward to a fantastic year filled with learning, school trips, activities, visitors and lots more! As always, we'll be staying in touch with you on Class Dojo and through the weekly newsletter, so keep an eye out for all our activities and information there throughout the year.

We're very pleased to welcome our new members of staff this year, Mrs Ward and Mr Odell - We're delighted to have you both as part of the WPNS team.

Housekeeping

A few reminders as we start the new school year.

School Lunches

Please can we remind you that meals must be booked on Scopay by 8.30am on the day they are required as children cannot book meals in the classroom. Each day's options are shown on Scopay on the booking page.

Parking

Please do not park in the school car park, it is for staff use only unless you display a permit obtained from the school office. Please also avoid parking in the turning circle, cars are not permitted to enter the turning circle and parking there causes real danger to our children as they try to board buses, and can prevent buses from being able to collect our children at all.

Medical needs

As we start a new academic year, please make sure that you update us with any changes to your child's medical needs, including a change of GP. It is important that we have the correct information.

Food Allergies

A reminder that we are a nut free school, this includes peanuts and all tree nuts such as hazelnuts and almonds. We cannot have any products containing nuts eaten at school. If your child likes chocolate spread sandwiches, please make sure that it is a nut free chocolate spread.

New Exit for Blue Gate

We have a new system to exit the school site from the main blue gate to replace the green button. We are always looking at ways to keep our children safe and we feel that this is a more secure system.

Please now press the silver buzzer outside the gate to alert staff, who will then release the gate.

The gate will remain open at the end of the school day in the usual way.

Thank you for your cooperation with this. Mrs Strougler and the School Office Team.

PE Kit & Earrings

Please ensure your child wears the correct PE kit on PE days, football shirts are not allowed.

All piercings must be removed for PE lessons or if your child is taking part in a school sports club/fixture. Taping will no longer be allowed. If your child is unable to remove their own earrings, please do this at home before they arrive at school, school staff will not be responsible for removing any earrings. The Association for PE (AfPE) strongly recommend these guidelines and therefore as a school we will be adhering to them." Schools have a duty of care to ensure students are able to participate actively without unnecessarily endangering themselves or those that work around them. The Association for PE (AfPE) strongly recommends the practice of removing all personal effects at the commencement of every lesson to establish a safe working environment. This applies to all ear and body piercings." We would really appreciate your cooperation with this.

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WENSUMTRUST

FOR CHILDREN, FAMILIES AND COMMUNITIES



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Attendance

At Wells-next-the-sea Primary & Nursery School we work closely with parents and carers to ensure that all pupils receive the best possible education and achieve their full potential.

Good school attendance is essential for children's learning, wellbeing and future opportunities. Parents have a legal responsibility to ensure that their child attends school regularly when they are registered at a school.

The Government is clear that children should only miss school in exceptional circumstances, Schools and local authorities are expected to work with families to promote good attendance and reduce avoidable absence.

When could a Penalty Notice be issued?

Under the national framework for school attendance, a Penalty Notice may be considered when a child has 10 sessions of unauthorised absence within a rolling period of 10 school weeks.

What does this mean?

- A school day consists of two sessions – a morning session and an afternoon session
- 10 sessions is usually equivalent to 5 school days
- The unauthorised absences do not need to happen on consecutive days
- The 10-school-week period can span different terms or school years

Examples of unauthorised absence may include:

- Holidays taken during term time without authorisation
- Keeping a child away from school without an accepted reason
- Persistent late arrival after the close of registration

Can a Penalty Notice be issued before the threshold is reached?

Yes. In some circumstances, the Local Authority may decide to issue a Penalty Notice before the threshold is reached. For example, this could apply where there have been several unauthorised term-time holidays. The Local Authority may also consider alternative legal action where appropriate.

How many Penalty Notices can be issued?

A maximum of two Penalty Notices per parent, per child can be issued within a rolling three-year period. The three-year period begins on the date the first Penalty Notice is issued. If the national threshold is met for a third time within three years and two Penalty Notices have already been issued to the parent(s), the Local Authority may consider prosecution under Section 444 of the Education Act 1996.

A successful prosecution could result in:

- A criminal conviction
- A fine of up to £2,500
- Any other penalties available to the court

Who can receive a Penalty Notice?

For the purposes of school attendance law, a parent includes:

- A child's natural parent
- Any person who has parental responsibility for the child
- Any person who has day-to-day care of the child

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Penalty Notices will usually be issued to parent(s) responsible for the child's attendance or who allowed the absence to occur. This may apply regardless of which parent submitted a request for leave of absence.

How much is a Penalty Notice?

?

First Penalty Notice	Second Penalty Notice
The first Penalty Notice issued to a parent for a child will be: • £160, payable within 28 days; or • £80, if paid within 21 days.	If a second Penalty Notice is issued to the same parent for the same child within three years of the first Penalty Notice: • The charge will be £160 • Payment must be made within 28 days • No reduced payment option is available.
Important information about payment • Penalty Notices must be paid in full. • Part-payments are not accepted. • Payment plans are not available. • There is no right of appeal against a Penalty Notice. • Penalty Notices are issued per parent, per child. This means that where two parents are liable for a child's absence, each parent may receive a separate Penalty Notice and will be responsible for paying their own fine.	

Requests for leave of absence during term time

Government guidance states that schools should only grant leave of absence during term time in **exceptional circumstances**. Each request will be considered individually, taking account of the specific circumstances presented. Although we recognise the value of family time together, requests for family holidays during term time will not normally be authorised. Government guidance states that a need or desire for a holiday or other leisure activity is not considered an exceptional circumstance. If leave is granted, the Headteacher will determine the length of time authorised.

How to request leave of absence

Requests for leave of absence should be made in advance of the planned absence. Making a request in advance allows the school to consider the circumstances before a decision is made. Where leave has not been requested in advance, the school may be unable to consider individual circumstances, and the absence is likely to be recorded as unauthorised. The school reserves the right to request evidence in support of absences reported immediately before or after a holiday period.

Support with school attendance

We understand that children and families can sometimes face challenges that affect attendance. If you are experiencing difficulties or require support to help your child attend school regularly, please contact:

Mrs Rebecca Baker Milne, Attendance Lead

01328 710320 office@wells-next-the-sea.norfolk.sch.uk

Values Awards

Seashells	-	Seashells	-
Sea Lavender	Frank	Sea Lavender	Esther

Good Work Awards

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Oysters	Kacey	Oysters	Logan
Marsh Mallow	Gabriella	Marsh Mallow	Lynnie
Samphire	Team Samphire	Samphire	Afonso
Barnacles	Rosie	Barnacles	Taia

Term dates for 2026-2027

<https://www.wensumtrust.org.uk/wells-next-the-sea/parents-and-carers/term-dates>

22nd October Last Day of Autumn 1 Term
2nd November First Day of Autumn 2 Term
4th November Flu Vaccinations
18th December Last Day of Autumn 2 Term
5th January First Day of Spring 1 Term
12th February Last Day of Spring 1 Term
22nd February First Day of Spring 2 Term
25th March Last Day of Spring 2 Term
13th April First Day of Summer 1 Term
3rd May Bank Holiday Monday-School Closed
28th May Last Day of Summer 1 Term
7th June First Day of Summer 2 Term
21st July Last Day of Summer 2 Term

Our School Designated Safeguarding Leads are Mrs Stroulger, Mrs Taylor, Mrs Beck, Mrs Chesterman & Mrs Baker-Milne

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