



13<sup>th</sup> January 2026

Dear Parents and Carers,

**Reminder: Attendance policies for the new term**

As we continue into the Spring term, we would like to remind you of the key changes to our Attendance Policy which was introduced in September 2024, in line with Hampshire County Councils updated guidelines.

**Attendance and Leave of Absence during term time**

We would like to remind you of the importance of good attendance in school. Regular attendance is essential for your child's learning, progress, and overall success. Every day in school counts, and missing days in school can have a significant impact on achievement, therefore we will not authorise leave of absence during term time. Leave will only be granted in exceptional circumstances as outlined in our school policy. Requests for leave must be made in advance in writing on our leave of absence form.

Unauthorised absence of 5 days or 10 sessions or more may result in a penalty notice. We kindly ask for your support in ensuring your child attends school every day and arrives on time. For more information, please read our attendance policy [here](#).

**Penalty notices for poor attendance**

A penalty notice may be issued if:

- A pupil has 10 or more unauthorised sessions in a 10-week period
- A pupil is late after registration on 10 or more occasions
- A parent/carer fails to ensure regular attendance

**Penalty notice details**

- £160 per parent/carer per child, reduced to £80 if paid within 21 days
- Failure to pay may result in legal proceedings

**Consequences for repeat offences**

If two penalty notices are issued within a 3-year period, further absences may lead to legal action rather than a third penalty notice. This also follows the child to each school they go to in that period.

If you have any concerns or need support, please contact Rachel Heron, Attendance and Safeguarding officer, at [r.heron@frogmore-inf.hants.sch.uk](mailto:r.heron@frogmore-inf.hants.sch.uk)

Thank you for your continued cooperation

Yours Faithfully,

Jill King  
Headteacher