Green Lane, Frogmore, Camberley GU17 0NY Tel: 01252 872601
Website: www.frogmore-inf.hants.sch.uk
email: adminoffice@frogmore-inf.hants.sch.uk

Dear Parents and Carers,

At Frogmore Infant School, we want every child to have the very best opportunity to learn, thrive and achieve their full potential. Regular attendance is one of the most important factors in helping children succeed both academically and socially.
We ask all families to support us by ensuring that children attend school every day unless they are genuinely unwell. Good attendance helps children build confidence, maintain friendships, develop routines and make the most of every learning opportunity.

Attendance Expectations
We expect all pupils to attend school regularly and arrive on time each day. Even a small amount of absence can have a significant impact on learning over the course of a school year.
If your child is experiencing difficulties that are affecting attendance, please contact us as soon as possible so that we can work together to offer support.

Leave of Absence During Term Time
Please remember that leave of absence during term time will only be authorised in exceptional circumstances. Family holidays and trips are not normally authorised.
Requests for leave must be made in advance using the school's Leave of Absence Request Form.

Penalty Notices
Under national attendance regulations, schools and local authorities may consider issuing a Penalty Notice where a child has accumulated 10 unauthorised sessions (equivalent to 5 school days) within a rolling 10-week period.
The current fine is:

- £80 per parent, per child if paid within 21 days
- £160 per parent, per child if paid within 28 days

Further unauthorised absences may result in additional enforcement action.

We're Here to Help
We recognise that some families may face challenges that affect attendance. Please get in touch if you need support or advice. Our aim is always to work in partnership with families to ensure every child attends school regularly and feels happy and successful.
If you have any questions or concerns regarding attendance, please contact: **Rachel Heron**, Attendance, Safeguarding & Admissions Officer on r.heron@frogmore-inf.hants.sch.uk

Thank you for your continued support in helping us give every child the best possible start to their education.
Yours sincerely,

Rachel Heron

Attendance, Safeguarding & Admissions Officer
Frogmore Infant School