



Swanmore C.E. (Aided) Primary School

September 2023

Dear Parents and Carers,

We all want the very best for our children and to help achieve that we strive for excellent attendance at Swanmore Primary School.

We have various attendance documentation on our school website for your easy reference. However, I would like to draw your attention to four which we have recently updated. They are as follows:-

- Attendance Policy
- Parent's Guide to Attendance
- Attendance Flow Chart
- Home School Agreement

Attached are copies of these and we ask that you familiarise yourselves with them.

The main bullet points are as follows:-

- Whole School target is 96.5% for the academic year 2023/24
- Support the school with your child aiming for 100% attendance each year
- Arrive in school on time 8.45am KS2 and 8.50am for KS1
- Avoid taking children out of school for non-urgent medical or dental appointments. When in school time, provide proof of the appointment
- Only request for leave of absence if it is for an exceptional circumstance (which is defined by the school as something that is out of your personal control)
- Report child's absence daily either by the Parentmail app or telephone the school office or email [absence@swanmoreapps.com](mailto:absence@swanmoreapps.com)
- Be aware that Penalty Notices for unauthorised absence will be issued, following the Hampshire's Code of conduct.

Thank you for your support.

John Paterson

Headteacher