



Swanmore C.E. (Aided) Primary School

September 2025

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 five which we have recently updated. They are as follows:-

- Parent's Guide to Attendance
- Attendance Flow Chart
- Home School Agreement
- Code of Conduct
- Information on Penalty Notices for non-attendance at school

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 2025/26
- 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 Arbour Parent app or telephone the school office.
- Be aware that Penalty Notices for unauthorised absence will be issued, following the Hampshire's Code of conduct. This has been updated and the main summary is as follows:-

From autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Thank you for your support.

John Paterson

Headteacher