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Alton Infant School

Sowing the seeds of learning



Headteacher: Mr Richard Mead

Monday 8th January 2024

Dear Parents and Carers

A belated Happy New Year and I hope you all enjoyed the Christmas break. The children have enjoyed their first week back at school and all the routines of the new term.

As we are at the beginning of a new term, I just wanted to remind you about the importance of school attendance, being on time and the timings for the start of the day.

Firstly, the school will not grant any leave of absence during term time, unless there are exceptional circumstances that are rare or significant (e.g. a family funeral, or a medical appointment). Please remember that a family holiday in term time is not an exceptional circumstance and is not a legal entitlement. Any leave of absence that is not granted will be recorded as an unauthorised absence. Ten or more half-day unauthorised sessions within one hundred days will then result in a penalty notice from Hampshire County Council. These ten unauthorised sessions do not have to be consecutive.

Furthermore, persistent lateness can have a detrimental effect as children miss vital learning and instruction at the beginning of the school day. Please remember that the school day begins between 8.45am and 8.55am and that arrival after this time will be recorded as 'late'. Arrival after registers have closed at 9.15am will result in an unauthorised absence which, over time, could also result in a Penalty Notice.

If your child is unwell, please call the office on 01420 83857 and leave a message on the school's absence line. The Admin Team work part-time and may not pick up any Dojo or email messages immediately.

Many thanks for your understanding and continued support.

Kind regards

Richard Mead,
Headteacher