



21.09.23

Dear Parents/Carers

I am required to regularly inform you about our School Attendance Policy and the issue of Penalty Notices that have been in force since 1<sup>st</sup> September 2010. There has been little change to this notice but please familiarise yourself with our Attendance Policy which can be found on our website under 'Policies'.

Frimley has never, except in special circumstances, authorised term time absence requests, therefore, there is little change to the attendance policy. If an absence is not authorised then a Penalty Notice from Surrey County Council may apply to each parent for each child in the family who is absent. This policy also applies to late arrivals into school after the registers have closed at 9.30am (see point 3 below).

If you have a request for absence please complete a 'Leave Request Form' and leave it in the post box outside the front office. This form can be found on our website under 'Parents', 'Letters and Forms'. If you have requested leave that has not been authorised, you will be informed via email within 7 days and receive a letter explaining that you may be issued with a Penalty Notice.

## Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Students identified by police and Inclusion Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This includes children who are late after the close of the registration period on at least 7 occasions during the preceding six school weeks and their attendance is below 90%.
3. The Headteacher will request that the Local Authority issue a penalty notice for unauthorised leave of absence in term time (5 days or 10 sessions or more within a three month period, this need not be consecutive) without the authorisation of the school. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised. Each parent may be liable to receive a Penalty Notice for each child who is absent thereby failing to ensure their child's regular school attendance under Section 444 Education and Inspections Act 1996.

All students should be in their classroom ready for learning at 8.40am. If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance. If you have any

**Phone:** (01252) 835440 **Email:** [info@frimley.surrey.sch.uk](mailto:info@frimley.surrey.sch.uk)

**Fax:** (01252) 834947 **Website:** [www.frimley.surrey.sch.uk](http://www.frimley.surrey.sch.uk)

**Learning Together We Grow**

**Address:** Frimley Church of England Junior School, Frimley Green Road, Frimley Green, Camberley, Surrey, GU16 6ND



# Frimley Church of England Junior School

questions or require further support to achieve an improvement in your child's attendance, please contact the school or the Inclusion Officer at the local Education Office (see below). Our attendance Leader at Frimley is Mrs Williams, who can be contacted via the school office.

## Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion and failure to attend such a provision without good reason will be treated as an unauthorised absence).

## Amount Payable for a Penalty Notice

From Sunday 1<sup>st</sup> September 2013, the amount payable for a Penalty Notice issued in any of the above circumstances is currently £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows :-

North West - Tel: 01483 518130

Thank you for your continued support.

Yours sincerely

Mrs C Wright

Headteacher

Mrs S Williams

Deputy Headteacher



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