



Thursday 12<sup>th</sup> September 2024

Dear Parents/Carers,

I am writing to you at the start of the new term, to update you about the new guidance relating to school attendance: [Working together to improve school attendance \(applies from 19 August 2024\)](#) that came into effect during the summer holidays. Our goal at Bletchingley is to collaborate with yourselves, to ensure excellent school attendance for all pupils. We know that being at school can significantly benefit your child's learning, wellbeing and overall development. We do however recognise that attending school every day can be more challenging for some children. Therefore, we are dedicated to working alongside families and external agencies to support this.

We may offer support such as: external agency support, emotional literacy/wellbeing support, pastoral support via Nicola Brown in the school office, a reduced timetable and/or a key member of staff to welcome your child into school every day. This is not an exhaustive list and we endeavour to work with you, to find the best support for yourselves and your child to help improve school attendance.

The following information from Surrey County Council provides more information about penalty notices and when they will be issued:

#### **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. Pupils identified by police and Attendance Advice Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).
  - Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 01 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
  - The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.
  - In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that Surrey County Council issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

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3. Finally, the issuing 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 will be considered when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration.

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 support them with regular school attendance.

### **Amount Payable for a Penalty Notice and Consequences for repeat unauthorised absences**

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

**Surrey County Council is not responsible for authorising pupil absence and therefore cannot withdraw any Penalty Notice requests without the written permission of the Headteacher.**

If you have any questions or require further support to achieve an improvement in your child's attendance, please get in contact.

Yours sincerely

Denise Coady

Headteacher

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