

LOSELEY FIELDS

PRIMARY SCHOOL



Friday 6th October 2023

Dear Parents and carers,

RE: Fixed Penalty Notices

We have enjoyed welcoming the children back to Loseley this academic year. Our whole school attendance has been good for these first couple of weeks which is fantastic and we know that the children have enjoyed settling back into their classes and are enjoying the curriculum on offer.

Following our annual planning meeting with the Surrey Inclusion Team (the Local Authority service who monitor attendance in schools), we have a duty to remind parents about **fixed penalty noticing** for unauthorised absences. Please see the information below which can be found in the school [Attendance Policy](#) which is published on the school website.

'Legal Sanctions

The Inclusion Team, who act on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when Penalty Notices may be issued

The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted. The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- *A number of unauthorised absences occurring within a rolling academic year.*
- *One-off instances of irregular attendance, such as multiple holidays taken in term time without permission.*
- *Where an excluded pupil is found in a public place during school hours without a justifiable reason.*
- *Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the Head teacher. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be*

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Compassion



Aspiration



Integrity

authorised and that they may be liable to receive a Penalty Notice if the leave of absence is taken.

- *Unauthorised absence will include late arrival after the close of registration without good reason.*

With the exception of authorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.'

If you would like to request a leave of absence for your child, we ask that you contact the office for a form to submit to Mrs Pedder for her to assess on a case by case basis. For more information, please see our [Attendance Policy](#) on the website.

We thank you for your support.

Kind regards,

Faye Johnstone
Deputy Headteacher

Emma Baker
SENCO

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