



20th February 2024

Fixed Penalty Notices for Unauthorised Absence

Dear Parent/carer,

Attendance at South Farnham is vital to ensure the children at our school get the best possible education. The Government remains very clear that no child should miss school apart from in exceptional circumstances and it is our duty as a school to take steps to reduce absence to support children's attainment. The Department for Education states that missing school for even a day can have a negative impact on a child's progress, which can have a damaging effect on their attainment levels. At South Farnham, our aim is to work with parents to ensure that all our pupils receive the best education possible to prepare them for their future.

We wanted to inform you that in conjunction with the Inclusion Team at Surrey County Council, we will be issuing Penalty Notices for 5 or more unauthorised days of absence. If you consider that there are exceptional circumstances relating to your child's absence, please fill in the Leave Request Form located at the end of the Attendance Policy which can be found on the school website. Each application for leave will be considered on a case-by-case basis.

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. The school will alert Surrey County Council to the evidence of poor attendance, and they will have the final say as to whether the penalty notice will be issued. **Please note that the school takes no financial gain from issuing a penalty notice** and it is served only to improve the attendance of the child. Surrey County Council receive all funds from the penalty notice. Penalty notices will be used by Surrey County Council in the following circumstances: -

1. Pupils identified by police and Inclusion Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days/10 sessions or more within a three month period – this need not be consecutive).
 - 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 the Local Authority issue Penalty Notices when the



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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.

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.
4. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 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 secure their regular attendance.

Penalty Notice relating to Suspensions

If a child is suspended 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 suspension. Failure to do so will render the parent/carer liable to a Penalty Notice.

Amount Payable for a Penalty Notice

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 local Authority must consider a prosecution 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.

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.

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

North West-, Tel: 01483 518130, South West, -Tel: 01483 517179

North East-, Tel: 01372 833588, South East, -Tel: 01737 737777





South Farnham School

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- ✉ Infants: School Lane, Farnham, Surrey, GU10 3PE
☎ 01252 716398, infants.southfarnham@sfet.org.uk
- ✉ Juniors: Menin Way, Farnham, Surrey, GU9 8DY
☎ 01252 716155, info.southfarnham@sfet.org.uk
- 🌐 www.southfarnhamschool.org

Headteacher: **Miss Esther Whitbourn**

Please note that unauthorised absences include days when your child is not in attendance and we have not been given a reason for the absence. An unauthorised absence is also triggered if a child arrives after 9am and is marked as U in the register.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact us. We want to work together with families to avoid penalty fines.

We thank you for your cooperation with this.

Best wishes,
Miss Whitbourn



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