

Friday 15th November 2019

Dear Parents

School Attendance

I would like to take this opportunity to remind you about the importance of school attendance in order to maximise the educational opportunities for your child. As a school we are committed to high attendance and Surrey County Council has an expectation that parents have a legal responsibility to ensure their child's attendance at school and that holiday should be taken during the school holidays. While absence due to illness is unavoidable, we would hope that parents would book holidays during the school holiday dates. Most importantly, holidays taken during term time are disruptive to your child's progress in school as your child misses out on vital 'blocks' of learning.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Holidays in term time are not considered exceptional circumstances.

In accordance with the above regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances (e.g. medical appointments, visits to another school, or religious observance) can they be authorised. The policy of Surrey County Council, to which this school has agreed, states that parents who take their child out of school for five days or more (consecutively and non-consecutively) within a three-month period, during term time, without the authorisation of the Headteacher will be liable to receive a penalty notice. The penalty notice fines for 2019-2020 are as follows:

The amount payable on issue of a Penalty Notice is £60 per parent, per child, if paid within 21 days of receipt of the Notice, rising to £120 per parent, per child, if paid within 28 days. If the Penalty Notice is not paid, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Lateness also has an effect on children's learning as they miss the vital start of a day or lesson. In order to help your child have the best start to their day, they need to be in school by 8.55am. However, we do understand that there can be reasons, such as traffic problems or roadworks, for children arriving late to school.

Thank you for your support and understanding in these matters and we look forward to continuing to work with you to secure the best educational outcomes for your child.

Yours sincerely

Mr R Mead

Headteacher