St Peter's Catholic School

Horseshoe Lane East
Guildford Surrey GU1 2TN

Tel: 01483 534654
Fax: 01483 306571
E-mail: info@st-peters.surrey.sch.uk
www.st-petersschool.co.uk

Headteacher: Mrs E Bolton

September 2026

Dear Parents and Carers of Years 7-11

Penalty Notices to Address Attendance at School

Good attendance at St Peter's is vital to your child's learning and achieving their academic potential. Please read below the guidance we are required by the Department of Education to make you aware of. If you consider that there are exceptional circumstances relating to an absence (other than a medical/dental appointment), please complete the Request for Absence Form, which can be found in the Attendance and Absence section on the school website. A copy of this form is also attached for your convenience. Each application for a leave of absence 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 (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 Inclusion 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 School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

- They may request that Surrey County Council issues 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.

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 secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Attendance Advice Officer.

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.)

Amount Payable for a Penalty Notice and Consequences for repeat uauthorised 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.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West	-	Tel: 01483 518130	South West	-	Tel: 01483 517874
North East	-	Tel: 01372 833588	South East	-	Tel: 01737 737777

Yours sincerely

Mrs E Bolton
Headteacher