

St Ann's Heath Junior School

Attendance Policy

This school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment. We aim to foster good relations between all members of the school community ensuring they are treated equally and without prejudice.

Introduction

St Ann's Heath Junior School aims to provide a safe, caring, well-ordered environment, which allows the best possible teaching and learning to take place for our pupils. We are committed to the continuous raising of achievement of all our pupils.

The school is committed to giving the highest priority to attendance and punctuality as well as meeting its obligations with regards to school attendance by:

- promoting good attendance and reducing absence, including persistent absence
- ensuring every pupil has access to full-time education to which they are entitled
- acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending school.

Regular attendance is considered to be attending school on each day the school is open for students unless there is an authorised reason to be absent.

St Ann's Heath Junior School are committed to promoting full attendance and understanding and supporting the causes of absence. We aim to remove barriers to attendance by working collaboratively with families and local partners. To enable us to do this we:

Expect - aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor - rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand - when a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support - remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or a whole family plan where absence is a symptom of wider issues.

Formalise support - where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through an attendance contract or education supervision order.

Enforce - where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Legislation and guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 1996
- Equality Act 2010
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment)
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024

Definitions

The following definitions are used within this policy:

Absence

Not attending school for any reason.

Authorised absence

Authorised absences involve children having time out of school for a particular reason.

Parents/ Carers will need to provide an explanation around the absence if the school is to authorise the absence.

For a child's illness, parents/ carers are required to provide details of this using Studybugs. The school is not obliged to accept the explanation and if there are any doubts, or there is no explanation given, the absence will be treated as unauthorised.

Parents/ carers are expected to make every effort to arrange routine appointments (e.g. dentist, optician, GP) outside school hours. However, it is understood that specialist hospital or clinic appointments may have to be made during school hours but the child should be out of school for the minimum amount of time necessary. The school should be notified in advance of the date and time of the appointment including when the child will be collected and returned to the school office via the Studybugs app. Evidence of the appointment (screenshot of appointment or copy of appointment letter) should be emailed to the school at admin@stannsheat.org.

Exceptional authorised leave

Parents/ carers who wish to take their child out of school for any other reason during school time, are asked to make this request to the Co-Head Teachers. An application for exceptional leave of absence must be completed. This form can be found on the school website (Key information – attendance) or parents/ carers can request a paper copy of the form from the school office. A copy of the form can be found by clicking the following link:

[Application for leave of absence for exceptional circumstances](#)

Each request for exceptional leave will be considered as a separate case.

If the Co-Head Teachers do not authorise the request and the leave is still taken, the absence will be classified as unauthorised.

The school reserves the right to ask for evidence of any illness prior to or after requested leave of absence. This absence may not be authorised if appropriate evidence is not seen.

Unauthorised absence

Unauthorised absences involve children having time out of school without explanation, or where the reason for absence is one that the school cannot authorise.

The following would be categorised as unauthorised:

- Birthday celebrations
- Tiredness
- Not realising term had started
- Because other family members are ill

- Travelling abroad to look after a family member

The list is not exhaustive and other reasons may also be classed as unauthorised.

Persistent absence (PA)

Missing 10% or more of school across the year for any reason.

If children are classed as persistently absent (under 90% absence), the school may ask for medical evidence in order to authorise the absences. Medical evidence could include a doctor's note, prescription, appointment card or other appropriate form of evidence.

Severe absence

When a child's attendance falls below 50%, it will fall into the category of severely absent.

Missing education

When a child is not registered at a school and is not receiving suitable education in a setting other than a school.

Senior Attendance Champion

St Ann's Heath has a Senior Attendance Champion who:

- Sets out a clear vision for maintaining and improving school attendance.
- Establishes and maintains effective systems for tackling absence and makes sure that these are followed by all staff.
- Supported by the SLT and Governors will regularly monitor and evaluate the systems in place.

The School's Senior Attendance Champion is Mrs Jackie King, one of the Co-Head Teachers, who can be contacted via the school office on 01344 842900.

School Day Timings

As well as regular attendance, punctuality is also important at St Ann's Heath. The table below sets out the beginning of the school day expectations.

Gates open	First bell	Registers taken by	Marked as late if arriving between (L code)	Registers closed (U code if arriving after this time)
8.30am	8.40am	8.50am	8.55am – 9.05am	9.20am

All registers will be considered 'closed' at 9.20am. Any children arriving after this time and who do not have a good reason for doing so are marked as having an authorised absence for that session.

Late arrival

Parents and carers need to report to the school office if their child arrives late to school to give the reason for lateness.

Reporting your child's absence

Parents/ carers must notify school on the first day of an unplanned absence, for example if their child is unable to attend due to ill health, by 9.20am or as soon as practically possible. This can either be by using the Studybugs app or by phoning the school office. Parents/ carers are required to contact the school for every day of their child's absence.

When a pupil does not attend school and parents fail to notify the school by 9.20am, the school will endeavour to make contact with the parent/ carer to establish a reason for absence. If the school has not had any contact with a parent/ carer after three days of absence, the school will write to the main home address.

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is authorised or not and record the absence with the correct attendance codes.

Notes of any phone calls made or received around attendance are recorded on a child's attendance register.

Monitoring and analysing absence

The school will monitor and analyse attendance data regularly to ensure that any required intervention is delivered as quickly as possible to support with reasons for absence.

The school will collect data regarding punctuality and authorised and unauthorised absence for:

- The whole school
- Individual year groups
- Individual pupils
- Other groups of pupils, e.g. SEND, pupils eligible for FSM
- Pupils at risk of PA

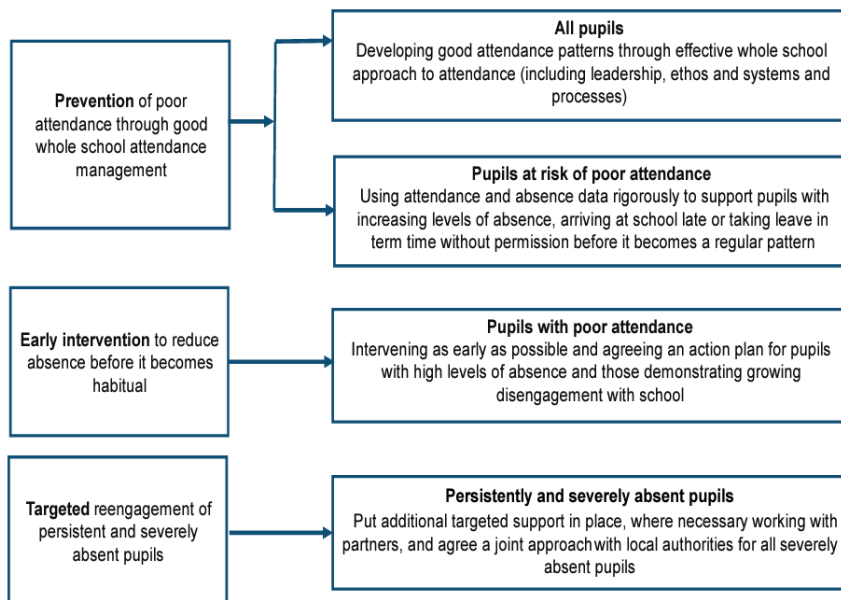
The school will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include:

- Patterns in uses of certain codes
- Particular days of poor attendance
- Historic trends of attendance and absence
- Barriers to attendance

The governing body will regularly review attendance data and will support the SLT in prioritising areas of focus for attendance support based on the data. The school will also benchmark its data against local and national-level data.

Effective school attendance improvement and management

The school will follow the process of prevention, early intervention and targeted support in accordance with DfE guidelines as shown in the flow chart below.



Prevention of poor attendance through good whole school attendance management		
All pupils Developing good attendance patterns through effective whole school approach to attendance (including leadership, ethos and systems and processed).		
School will:	Parents/ Carers will:	The Governing Body will:
Have a clear attendance policy which is available on the school website which all staff, pupils and parents understand.	Ensure their child attends every day the school is open except when a statutory reason applies.	Take an active role in attendance improvement, support the school to

Prevention of poor attendance through good whole school attendance management		
<p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have clear procedures for reporting of absence by parents and carers.</p> <p>Have clear procedures for late registration (parents/carers to sign in child with reason for lateness).</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated Senior Attendance Champion with overall responsibility for championing and improving attendance.</p> <p>Build strong relationships with parents/ carers to promote good attendance. Continue to have an 'open door' policy whereby parents feel able to discuss any concern they have.</p> <p>Promote attendance and the school's expectation at any induction or new parent meetings.</p> <p>Inform parents regularly about their child's attendance in a meaningful way, e.g. by sharing the amount of time missed.</p> <p>Promote attendance regularly through school bulletins and newsletters.</p> <p>Regularly monitor data to identify patterns and trends to understand which pupils and pupil cohorts to focus on.</p>	<p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Follow relevant guidance, e.g. is my child too ill for school, when making decisions about whether their child is unable to attend school.</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>prioritise attendance and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Use data to understand patterns of attendance, compare with other local schools and identify where greater focus is needed.</p> <p>Ensure school staff receive training on attendance.</p>

Prevention of poor attendance through good whole school attendance management		
Pupils at risk of poor attendance		
Using attendance and absence data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.		
School will:	Parents/ Carers will:	The Governing Body will:
<p>Proactively use data to identify pupils at risk of persistent absence.</p> <p>Work with each identified pupil and their parents to understand and address the</p>	<p>Engage with the school and be open to any support offered.</p>	<p>Take an active role in analysing data provided by the school to promote full attendance.</p>

Prevention of poor attendance through good whole school attendance management		
<p>reasons for absence, including any in-school barriers to attendance. This could involve completing an Attendance Assessment document.</p> <p>Class Teachers to engage with families initially.</p>	<p>Make the school aware of any difficulties or changed in circumstance that may affect their child's attendance.</p>	

Early Intervention – to reduce absence before it becomes habitual		
Pupils with poor attendance		
Intervening as early as possible and agreeing an action plan for pupils with high levels of absence and those demonstrating growing disengagement with school.		
School will:	Parents/ Carers will:	The Governing Body will:
<p>Proactively use data to identify pupils at risk of persistent absence.</p> <p>Inform parents/carers of the school's concerns.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. An Attendance Agreement will be completed.</p> <p>Where out of school barriers are identified, signpost and support access to any required services.</p> <p>Work with other local schools and the local authority to share effective practice where there are common barriers to attendance.</p> <p>Where there are safeguarding concerns, intensify support through a referral to Children's Services.</p>	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered to prevent the need for more formal support, including legal intervention.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>

Targeted reengagement of persistent and severely absent pupils		
Persistent and severely absent pupils		
Put additional targeted support in place, where necessary working with partners, and agree a joint approach with local authorities for all severely absent pupils.		
School will:	Parents/ Carers will:	The Governing Body will:
<p>Put additional targeted support in place to remove any barriers.</p> <p>Where there is lack of engagement, hold more formal conversations with parents/carers and be clear about the potential need for legal intervention in future. An Attendance Contact will be discussed and put in place at this meeting.</p>	<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered, including any parenting contracts or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>

Targeted reengagement of persistent and severely absent pupils		
<p>Where support is not working, being engaged with, or appropriate, work with the local authority on legal intervention.</p>		
<p>Work with other schools in the local area, such as schools previously attended and the school of any siblings.</p>		
<p>Where there are safeguarding concerns, intensify support through a referral to Children's Services.</p>		

Supporting children with health needs and SEND

St Ann's Heath Junior School holds the same ambition for full attendance for all children, including those with SEND and health needs. The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will ensure that procedures are in place to support pupils who find attending school difficult.

The school will ensure that relevant pastoral support is in place and if applicable, an Individual Healthcare Plan (IHP) will be created. In line with the SEND Policy and Supporting children with medical conditions policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with EHC Plans or IHPs that have been implemented. The school will seek advice and support from any external partners to help with attendance where appropriate.

School will monitor these groups of children regularly and use this data to ensure the right level of support is in place for all children and will work closely with external agencies, such as the school nursing team and mental health support teams.

In developing this support, the usual processes relevant to any attendance case:

- Understanding the individual needs of the pupil and family
- Working in partnership with the pupil and family to put in-school support in place and working with other the local authority and other agencies where external support is needed (and available)
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.

The school understands that mental health can affect attendance and will work closely with families to remove anxieties around school attendance, whilst also recognising in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it and a prolonged period of absence may heighten anxiety about attending in future.

Local Authority – Surrey County Council Inclusion Service

The Inclusion Service from Surrey County Council hold termly Targeted Support Meetings with schools to scrutinise school data for attendance and identify pupils and cohorts at risk of poor attendance, agree targeted actions, explore access to services for those pupils and offer advice on legal interventions.

The school can also make referrals to The Inclusion Service when there are considerable concerns regarding the attendance or punctuality of a pupil and the support measures from school have not had the desired impact of improving attendance or there is unwillingness from the parent/ carer to engage with the school.

Attendance Assessment

The school will utilise an attendance assessment to explore and record any identified barriers to regular school attendance for pupils and record any actions that can be taken to address these.

Attendance Agreement/ Contract

To address irregular attendance, the school will consider implementing an Attendance Contract*. This is a formal written agreement between the school and the parent(s). An attendance contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence. If parents decline an attendance contract, this will be formally recorded as an intervention by the school.

A meeting will be arranged with parents to explain the purpose of an attendance contract and why using one will be beneficial. The parent(s) will be asked to outline their views on the pupil's attendance at school, any underlying issues and how they believe these should be addressed. The meeting should also allow them to share their views on the idea of an attendance contract and what type of support they think would be helpful to secure the pupil's regular attendance.

*In this guidance, "attendance contract" means a parenting contract entered into under section 19(2) of the Anti-social Behaviour Act 2003

Notice to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve could be sent by the school to give parents a final chance to engage in support. The school can choose not to use one in any case, including cases where support is appropriate, but they do not expect a notice to improve would have any impact on a parent's behaviour (e.g. because the parent has already received one for a similar offence).

The school will issue the Notice to Improve to each liable parent.

The monitoring period will be for a maximum of 25 school days.

The Notice to Improve will include:

- Details of the pupil's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear time frame for the improvement period of between 3 and 6 weeks .
- Details of what sufficient improvement within that time frame will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

National Framework for Penalty Notices

Working Together to Improve Attendance 2024 states that penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered.

The Inclusion Service, acting 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 and this requires the recipient to pay a fixed amount.

St Ann's Heath will consider each case individually when deciding whether to issue a penalty notice. The school does not have a blanket position of issuing or not issuing a penalty notice and will make judgements on each individual case to ensure fairness and consistency. When the threshold has been met, the school will consider whether a penalty notice or alternative support will be best placed to improve attendance for the child in question.

The threshold for a penalty notice is:

- 10 sessions of unauthorised absence in a rolling period of 10 school weeks.
- A school week means any week in which there is at least one session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the registers closes all within 10 school weeks).
- The sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks)
- The period of 10 school weeks can also span different terms of school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term of the following academic year).

Full details of the Local Authority's threshold for a penalty notice and the charges incurred can be found in Appendix C.

Monitoring and Reviewing

The implementation of this policy is monitored by the Co-Head Teachers and Governors through the Full Governing Body to evaluate its implementation and effectiveness. This policy will be reviewed every two years, or earlier if the need arises. This policy will be promoted and implemented throughout the school.

Policy Status	
Policy updated:	September 2024 following new DfE guidance 19/8/24
Review Date:	September 2026

Appendix A: Registration of pupils

The school admission register, sometimes known as the 'the school roll', must be kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Regulation 8 sets out the contents of the admission register.

It is vital that the admission register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and will ensure the admission register is amended as soon as possible.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

Ground A - The pupil has been registered at another school

Ground B – The pupil has not continued at the school following completion of nursery education

Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion

Ground D – The pupil has a school attendance order which has been changed to name another school

Ground E – The pupil had a school attendance order which has been revoked

Ground F – The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school

Ground G – The pupil no longer normally lives a reasonable distance from the school

Ground H – The pupil has not returned following a leave of absence

Ground I – The pupil has been continually absent from school for 20 school days

Ground J – The pupil is detained under a sentence of detention

Ground K – The pupil has died

Ground L – The pupil will be over compulsory school age and will not continue into the sixth form

Ground M – The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid

Ground N – The pupil has ceased to be a pupil at an independent school or non-maintained special school

Ground O – The pupil has been permanently excluded from the school

Appendix B: Attendance register

Schools must take an attendance register at the start of each morning session of each school day and once during each afternoon session. On each occasion they must record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. The coding is shown below.

The school uses an electronic management information system (MIS) to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities, including the DfE on a daily basis.

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register

#	Planned whole school closure
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All amendments to the attendance register will include the original entry, the amended entry, the reason for amendment, the date of amendment and the name and roll of the person who made the amendment.

Registers are legal records and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered.

Appendix C: Penalty Notices

The Inclusion Service, acting 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 and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued:

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The Education (Pupil Registration)(England)(Amendment) Regulations 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.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. 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 authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children 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.