

Tomlinscote School & Sixth Form College

A Specialist Language College



October 2017

Dear Parents/Carers

I am required to regularly inform you about our School Attendance Policy and the issue of Penalty Notices that have been in force since 1st September 2010. There has been little change to this notice but in light of the recent high profile court case involving the Isle of Wight Local Authority and Mr Jonathan Platt please familiarise yourself with our Attendance Policy which can be found on our website under 'Policies'. Tomlinscote has never, except in special circumstances, authorised term time absence requests, therefore, there is little change to the attendance policy. If an absence is not authorised then a Penalty Notice from Surrey County Council will apply to each parent for each child in the family who is absent. This policy also applies to lateness into school after the registers have closed (see point 3 below). If you have request for absence please complete a request form and send to Head of School rather than Head of Year. This form can be found on our website under 'Quick Links', 'Attendance and Absences'.

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 the child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:

1. Students identified by Education Welfare Officers and who have incurred unauthorised absences.
2. Unauthorised absences in term time (5 days or equivalent). In such cases the Head of School/Governing Body will request that the Local Authority issue a Penalty Notice. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.
3. The issue 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 includes children who are late after the close of the registration period of their school on at least 7 occasions during the preceding six school weeks and their attendance is below 90%.

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Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.



All students should be in school in their registration room at 8.35am. 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 take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the Education Welfare 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 parents/carers liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion and failure to attend such a provision without good reason will be treated as an unauthorised absence).

Amount Payable for a Penalty Notice

From Sunday 1st September 2013, the amount payable for a Penalty Notice issued in any of the above circumstances is £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 recipient will be prosecuted 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.

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

North West – Tel: 01483 518130

Thank you for your continued support.

Yours sincerely

Mr R Major
Head of School