



25<sup>th</sup> October 2024

Dear Parents/Carers,

Research shows that when students do not attend school regularly (95% and above) this has a negative impact on a student's academic performance. Absence from school can lead to a student falling behind in their work and losing their motivation. It can also make them feel less confident and affect friendship groups.

Parents and carers have a legal duty to ensure that their children of compulsory school age (age 5-16) receive a suitable full-time education. It is also important that parents encourage their child's regular and punctual attendance at school.

In line with our attendance policy, no leave will be authorised during term time unless there are exceptional circumstances. This is to remind parents/carers that if they take their children out of College without authority for 5 or more days (which do not have to be consecutive), then the following will apply:

1. If you have not incurred a penalty notice relating to this child/children in a rolling three 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 two penalty notices relating to this child/children in the rolling three 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.

If there are exceptional circumstances for leave, please request via the application [here](#).

Mrs S. French/Mrs S. Haroon

Assistant Principal/Attendance Manager  
Christ's College Guildford