

# The Mead Infant and Nursery School

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Headteacher: Mrs T Creasey

Including a Specialist Centre for the Deaf  
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Proud to Belong

Dear Parents / Carers,

We have been asked to share this information with all parents and carers on a termly basis by the Surrey Inclusion Team.

## Penalty Notices for Unauthorised Absence

Please be aware that The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved.

Government Regulations state that parents who take their child out of school for five days or more during term time, without the authority of the Headteacher, will each be liable to receive a penalty notice.

Penalty Notices will be issued by the Local Authority and in Surrey it has been agreed that Penalty Notices will only be issued where 5 or more days unauthorised leave of absence is taken. These absences do not have to be consecutive but could be accumulated over a 3 month period.

The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28-day period the Local Authority will prosecute the recipient for failing to ensure regular school attendance of their child under section 444 Education Act 1996. 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 two children, each parent will receive two Penalty Notices. ***If you wish to request a leave of absence, a formal request must be made by completing a Request for Leave of Absence in Exceptional Circumstances form, available on the school website, under School Information > Attendance.***

**Please find attached The Mead Infant and Nursery School, Attendance Policy.**

Yours sincerely,

**Mrs T Creasey**  
Headteacher

