

Latest information from the Local Authority

The following information about fixed penalty notices for unauthorised holidays in term time and poor attendance has been put into action by the Local Authority and is now in place.

Penalty Notices to address poor attendance

A Penalty Notice may be issued as an alternative to the Prosecution (via the Court system) of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:

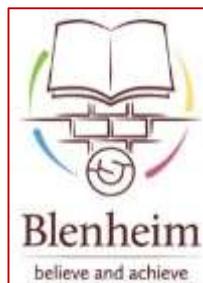
1. Students identified by police and education welfare officers engaged in Truancy Patrols who have incurred unauthorised absences.
2. Unauthorised holidays in term time for five days or 10 sessions or more. In such cases the Principal/Governing Body will request that the local authority issue a Penalty Notice. Warnings will not be given where it can be shown that parents/carers 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.
IF YOU BELIEVE AT ANY STAGE THAT YOUR CHILD'S ABSENCE FROM SCHOOL MAY LEAVE YOU LIABLE TO PROSECUTION, IT IS EXTREMELY IMPORTANT THAT YOU TAKE ACTION WITHOUT DELAY TO SECURE THEIR REGULAR ATTENDANCE. Before a Penalty Notice is issued, the parent/carer will be sent a formal warning of their liability to receive such notice.
4. Late arrival to school after the close of am registration on 10 occasions during a half term.

Amount Payable for a Penalty Notice

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. If the Penalty Notice is not paid after 28 days the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was issued.

If you require further information regarding the issue of Penalty Notices please contact the school and we will put you in contact with our Education Welfare Officer from the Surrey Local Authority.

Back



If you require any further information on Attendance at Blenheim please contact:

Mrs S Jethwa – Head of Key Stage 3

(jethwa@blenheim.surrey.sch.uk)

Miss J Bowden – Head of Key Stage 4

(bowden@blenheim.surrey.sch.uk)

Mrs M Topson – Head of Year 7

(topson@blenheim.surrey.sch.uk)

Miss K Angell – Head of Year 8

(angell@blenheim.surrey.sch.uk)

Mrs J Jones – Head of Year 9

(jonesj@blenheim.surrey.sch.uk)

Miss J. Glister – Head of Year 10

(glister@blenheim.surrey.sch.uk)

Mrs T Leon – Pastoral Leader Year 10

(leon@blenheim.surrey.sch.uk)

Mr C Mundy – Head of Year 11

(mundy@blenheim.surrey.sch.uk)

Mr O Mann – Pastoral Leader Year 11

(mann@blenheim.surrey.sch.uk)

Blenheim High School

Longmead Road

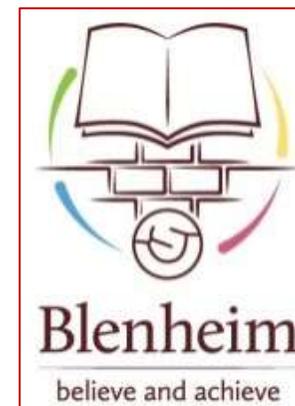
Epsom

KT19 0AY

T: 01372 745333

E: headteacher@blenheim.surrey.sch.uk

Web: www.blenheim.surrey.sch.uk



Blenheim High School

**ATTENDANCE
Information for Parents**

2016/17

What does regular attendance mean?

Regular attendance means that your child must:

- Attend school every day unless there are justified reasons
- Arrive at school on time
- Adhere to the school's rules on going to all lessons

What can you do to help your child's school attendance?

It is a parent/carer's responsibility to ensure their child attends school regularly and punctually.

If your child starts missing school:

- Make early contact with the school
- Work with the school to put things right
- Make sure that your child understands that you do not approve of the absence

Remember that your child must NOT be kept away from school for reasons such as:

- Looking after others at home
- Visiting relatives
- Taking long weekends
- Shopping trips
- Birthday treats

What should I do if my child is too unwell to attend school?

All absences must be reported to school by 9am on a daily basis.

Blenheim uses a '1st day calling' system. If your child fails to register at the beginning of the day or is absent without a previous notification, an automated message will be sent to you.

How do I register an absence?

For unplanned absence:

Telephone the school absence line on:

01372 745333 before 9am

and leave a message including:

- Your name **and** your child's name and tutor group **and** a reason for absence

For absence known in advance:

- An email or note to your child's form tutor; or
- If you have an enhanced account, you can inform the school of absences via the Parent Gateway. If you would like to upgrade to use this service please email gateway@blenheim.surrey.sch.uk

Do I need to send a note on my child's return to school?

Yes. On your child's return to school send a note to the form tutor giving:

- The date(s) your child was absent; and
- The reason for your child's absence.

Please remember to sign and date the note.

The school should be advised of any medical condition. A doctor's certificate may be requested if it affects your child's attendance.

My child needs a medical appointment. What should I do?

Appointments should be made out of school hours, wherever possible. If this is not possible please notify your child's form tutor in advance, in writing. We expect all students to return to school after medical appointments.

If my child is late for school, what should they do?

Registration starts at 8.45am in tutor bases. If your child arrives after this time they MUST SIGN IN AT THE MAIN RECEPTION.

Persistent lateness will not be tolerated and further action will be taken. If there is a change in your home circumstances that is affecting your child's attendance, please tell us immediately.

Registration closes at 10.30am. If your child arrives in school after this time it will be recorded as an absent mark for the whole morning session.

Can I take my child out of school for another reason?

It is not in your child's interest to miss any schooling. If you want your child to miss school in an exceptional circumstance you must ask for permission well in advance and give full details.

HOLIDAYS TAKEN IN TERM TIME WILL NOT BE AUTHORISED AND SHOULD NOT BE BOOKED BY PARENTS/CARERS. A FIXED PENALTY NOTICE WILL BE ISSUED

Will I be made aware if my child's attendance is a concern?

Yes. If their attendance falls below 96% you will be contacted by the school to discuss this. If there is no improvement, you will be referred to the Education Welfare Service.

