



# The Raleigh School

*The Continual Pursuit of Excellence*

Member of the South Farnham Educational Trust

✉ Northcote Crescent, West Horsley,  
Leatherhead, Surrey, KT24 6LX

☎ 01483 282988

✉ info.raleigh@sfet.org.uk

🌐 www.theraleigh.org

Headteacher: **Mrs Elizabeth Carter-McQueen**

Friday, 24 April 2026

Dear Parents and Carers,

As a new term begins, I wanted to remind all families of the processes and procedures that all schools are required to implement regarding attendance.

We know how important excellent attendance is here at The Raleigh and we work hard to create an environment where all children feel that they belong and want to come to school. Whilst we understand that there may be days when children are too unwell to come to school or exceptional circumstances occur, we really value your support in making sure that your child is in school and on time every day.

Below outlines the actions that you need to take to support your child's attendance and what actions we will take when any child is absent from school:

#### What YOU must do:

- Telephone or email the school office before 8.30am each day of your child's absence.
- Tell the school in advance, of any medical appointments and bring in appointment cards/letters/emails if you have been given them. Wherever possible, please book dentist, and optician appointments during school holidays or outside of the school day.
- If you are not sure whether your child is well enough to attend school, send them in as they often perk up on arrival. Our staff team monitor children carefully throughout each day and under your instruction, can give basic medication (calpol, antihistamine etc.) if it is needed.
- Have a backup plan if your normal transport methods are not viable, call on a family member, neighbour or friend.
- If you and your child are experiencing difficulties with school attendance, then talk to us as a first step so we can help.

#### What WE will do:

- Always greet you and your child with a friendly and welcoming smile.
- Check your child's attendance every day.
- If we do not hear from you regarding your child's absence and we are unable to contact you via telephone, we will call the next contact on our list to make sure that you and your child are safe.
- Phone home to discuss your child's attendance with you.
- Write to you if we need to share concerns or celebrate improvements with your child's attendance.
- Implement any strategies that we (family & school) feel would help you or your child.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence, then we may make a welfare home visit.



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As a school we have a statutory duty to monitor the attendance of all our pupils carefully and the school receives regular visits from its Attendance Officer. As a parent you are able to see what your child's attendance is on a daily basis via the MCAS (My Child At School App).

If your child's attendance falls below 92%, they are considered a Persistent Absentee and the school have a statutory responsibility to take action. In the first instance, this is likely to be a phone call from a member of the senior leadership team to see if there is anything we can do to support you to improve your child's attendance. Following this, if attendance continues to fall the school may issue an attendance letter or meet with you to discuss how school and home can work in partnership to improve attendance.

May I remind parents that Headteacher's are only able to authorise absence, other than genuine illness, in exceptional circumstances. Family holidays are not considered exceptional circumstances and we would remind parents that holidays during term time will not be authorised and may result in a penalty notice being issued.

## Penalty Notices

A Penalty Notice may be issued as an alternative to the prosecution 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. Pupils identified by police and Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more)
  - 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 register closes all within 10 school weeks).
  - Please be aware that The Education Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
  - The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.
3. The issuing 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 will be considered when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration.

## Amount Payable for a Penalty Notice and Consequences for Repeat Unauthorised Absences

1. If you have not incurred a Penalty Notice relating to your child/children in a rolling 3 year period since 19th 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.



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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 19th 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 Section 444 Education Act 1996

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 act without delay to secure their regular attendance. Please contact us with any questions or if you require further support to achieve an improvement in your child's attendance. We want to work together with families to avoid penalty fines or prosecution. Our attendance policy can be found on the school website.

Thank you for your continued support in ensuring your child maintains a high level of attendance at school. If you have any concerns or would like to speak to a member of the senior team regarding attendance, please contact the school office.

Yours faithfully,

Mrs Carter-McQueen

Headteacher



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