



1. The purpose of this local code of conduct is to ensure that penalty notices for school absence are issued in a manner that is fair and consistent across Surrey County Council. The code sets out the arrangements for administering penalty notices in Surrey County Council and must be

resorting to legal enforcement when necessary. The aim is that the need for legal enforcement is reduced by taking a supportive approach to tackle the barriers to attendance and intervening early before absence becomes entrenched.

11. The national framework for penalty notices is based on the principles that penalty notices should only be used in cases where

support is not appropriate

Attempted meeting with parents to identify any barriers to attendance

Referring to/consulting with other agencies if appropriate

Consider support in the form of reduced timetable time out cards, seating arrangements, ELSA, or any other support appropriate to the child/family.

Letters sent to parents/carers regarding attendance, including the expectations letters and Notice to Improve.

Notes of any meetings held/actions agreed to address school attendance concerns.

Evidence of referrals for support with parental consent where appropriate including internal school support, which have been made on behalf of the pupil/family within the past 6 months. If no such referrals have been made, please be prepared to provide an explanation as to why.

Evidence of previous Penalty Notices issued.

The request for consideration of a penalty notice to be issued should be received as soon as possible after the 25 school day monitoring period has expired, and in any event no later than 3 weeks after this date.

23. Whoever is issuing the penalty notice should make a decision as to whether proportionate support has been offered and taken up by the family and whether that support has worked or not. Where there is dispute, authorised officers are expected to defer to the local authority's judgement about whether sufficient support has been provided before issuing a penalty notice.

24. Surrey County Council will inform the school about whether penalty notices are paid, withdrawn or prosecuted for non-payment by emailing the school.

25. Where pupils move between local authority areas, Surrey County Council can be contacted on crossborder.penaltynotice@surreycc.gov.uk to w4.1cssu56000 sborder.penaltynotice@surreycc.g