



# Normandy Village School

*The Continual Pursuit of Excellence*

Member of the South Farnham Educational  
Trust

✉ School Lane, Normandy, Guildford,  
GU3 2HS

☎ 01483 811197

✉ info.nvs@sfet.org.uk

🌐 normandyvillageschool.org

**Headteacher: Mr Jonathan Franks**

15<sup>th</sup> October 2025

Dear Parents and Carers,

I hope everyone has settled into the routines of the new school year now and are looking forward to all the exciting learning that is taking place in school this term.

Every half-term we need to send out information and reminders regarding attendance at school, and processes to follow if you have to take your child out of school for any reason.

Please be reminded that children are expected to be **in school every day**.

If there is a reason for them not being in school, please telephone 01483 811197 or email the school office [info.nvs@sfet.org.uk](mailto:info.nvs@sfet.org.uk) or you can use MCAS to let us know.

***Please ensure you contact the school before 8.45am.***

If we have not heard from you we will telephone you or may conduct a welfare visit.

## **Is my child too ill for school?**

It can be tricky deciding whether or not to keep your child off school when they're unwell. There are government guidelines for schools and nurseries about [managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't. More details at [www.nhs.uk/live-well/is-my-child-too-ill-for-school/](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)

## **Planned leave of absence from school**

Please try to avoid arranging non-urgent appointments e.g., dentist, opticians etc. during the school day. If there is an exceptional reason for your child not to be in school, i.e. a pre-arranged medical appointment, please email the school office with details of the appointment, please include a copy of the appointment letter etc.

If the absence is for a full day or longer please complete an ***Application for Leave of Absence form*** that is available in the school office and on the website. [Normandy Village School - Attendance](#)

***Application for Leave of Absence*** forms must be submitted to the school office at least ***two weeks*** in advance of the absence, wherever possible.

If you consider that there are exceptional circumstances relating to your request for leave, please let the school have full details. Each application for a leave of absence will be considered on a case by case basis.

**We are unable to authorise holidays during school time.**



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***Please be aware of the updated Penalty Notice guidance which came into effect on 19<sup>th</sup> August 2024, this relates to both leave for holidays and to address poor attendance at school:***

## **Penalty Notices to Address Poor Attendance at School.**

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances: -

1. Pupils identified by police and Attendance Advice Officers (formerly Education Welfare 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).

- Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 01 September 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.
- In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that Surrey County Council issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, 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.

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.



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If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Attendance Advice Officer.

### **Penalty Notice relating to Exclusions**

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

### ***Amount Payable for a Penalty Notice and Consequences for repeat unauthorised absences***

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 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 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 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.**

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows:-

North West - Tel: 01483 518130

South West - Tel: 01483 517179 North East - Tel: 01372 833588

South East - Tel: 01737 737777



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The School's Attendance Policy is available on the School website.

[Normandy Village School - Policies](#)

## **Term Dates for 2025-26**

### **Autumn Term**

INSET: 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, September 2025

Children return: 5<sup>th</sup> September 2025

*Half term: Week beginning 27<sup>th</sup> October 2025 (back on Monday 3<sup>rd</sup> November)*

Last day of Autumn Term: 19<sup>th</sup> December

### **Spring Term**

Children return: Monday 5<sup>th</sup> January 2026

*Half term: Week beginning 16<sup>th</sup> February 2026 (back on Monday 23<sup>rd</sup> February)*

Last day of Spring Term: Friday 27<sup>th</sup> March 2026

Easter holidays: weeks beginning 30<sup>th</sup> March and 6<sup>th</sup> April 2026

### **Summer Term**

Children return: 13<sup>th</sup> April 2026

*Half term: Week beginning 25<sup>th</sup> May 2026 (back Monday 1<sup>st</sup> June)*

Last day of Summer Term for Children: 17<sup>th</sup> July 2026

INSET: 20<sup>th</sup> and 21<sup>st</sup> July 2026

## **Term Dates for 2026-27**

### **Autumn Term**

INSET: 1st and 2nd September 2026

Children return: Thursday 3rd September 2026

*Half term: Weeks beginning 19th October and 26th October 2026*

Last day of Autumn Term: 18th December 2026

*Christmas holiday: Weeks beginning 21st December and 28th December 2026*

### **Spring Term**

Children return: 4th January 2027

*Half term: Week beginning 15th February 2027*

Last day of Spring Term: 25th March 2027

*Easter holiday: Weeks beginning 29th March and 5th April 2027*

### **Summer Term**

Children return: 12th April 2027

*Half term: Week beginning 31st May 2027*

Last day of Summer Term for children: 23rd July 2027

INSET: 26th, 27th and 28th July 2027



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We at Normandy Village School, want to ensure we do not have to get to the point of requesting Penalty Notices and fines, we are on hand to support you in any way to improve or sustain excellent attendance and will work with you to support your child to achieve their very best while at school.

If you have any questions, please speak to the School Office Team.

Kind regards,

*J Franks*

Headteacher



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