

6<sup>th</sup> January 2023

Dear Parents and Carers,

## **Important information for parents regarding Education Penalty Notices (EPN)**

Strong attendance at school is essential for your child.

School's in the Wigan Borough have been working alongside the local authority in relation to Education Penalty Notices. Parents may be fined if their child's attendance at school falls below an acceptable level.

Attached is an advisory letter to parents and carers outlining the criteria for EPN fines. If your child meets the criteria relating to unauthorised absences you will be eligible for a fine. Further information can be found on the school's website where you will also find the local authority's Code of Conduct relating to EPNs.

If you have any questions regarding your child's attendance or the criteria for EPNs please do not hesitate to contact your child's Head of Year.

Yours faithfully

**Kieran Larkin**  
Headteacher

**CARING, LEARNING AND SUCCEEDING**