

17 January 2024

Dear parents and carers,

## Education Penalty Notice Warning for Non-School Attendance

Under the Education Act 1996, parents and carers have a duty to make sure their children attend school regularly. If parents and carers fail to do this they can be prosecuted. Working within a Code of Conduct, the Local Authority can issue a penalty notice to parents and carers if a child has missed a number of sessions without permission from school (known as unauthorised absence).

If your child falls within one or more of these categories within a 12 week period:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- Persistently arrives late for school after the close of registration

You could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice must be paid in full within 28 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution (a separate Penalty Notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure your child is not in a public place during the first five days of a fixed term or permanent exclusion

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact your child's Head of Year to discuss.

Yours faithfully

**Kieran Larkin**  
Headteacher

## CARING, LEARNING AND SUCCEEDING