

2nd October 2026

Dear Parents and Carers,

Autumn 1, week 5

Attendance and punctuality: our expectations and how we can support you

Thank you to the vast majority of our families for the positive start they have made to the new school year. Attendance across the school has been strong, and pupils who attend regularly settle quickly into routines, make better progress in their learning and remain fully engaged in school life.

I am writing to remind you of our attendance expectations, introduce the support available, and explain the rules on term-time leave.

What we expect

- **Attendance of at least 95%:** Even small amounts of absence add up and affect progress.
- **Punctuality:** School starts at 8.30am, and pupils should arrive by 8.15am so they are settled and ready to learn.
- **Attendance with minor illness:** Pupils with a mild cold, headache or who are feeling slightly under the weather should usually come to school. Please keep your child at home only if they have a high temperature, a contagious illness, or are too unwell to learn. Please report the absence promptly.

Keeping You Informed

As a reminder, we use a website called Attend to record and monitor attendance and keep parents and carers informed. Please ensure that you are set up to receive updates through Attend and contact the school office if you have any difficulty accessing this information. We regularly provide updates on your child's attendance through Attend and encourage you to monitor their attendance carefully throughout the year.

Support if you need it

We understand that getting a teenager to school every day, on time and ready to learn is not always easy. If attendance is becoming a concern for any reason, please tell us early.

We have a team of specialist staff who work closely with Heads of Year and our Pastoral Team to support pupils and their families with school attendance:

- Mrs Brown is the Attendance Administration Manager. She is the person you should contact if you need to report your child absent from school. It is important that all absences are reported by 8.45am; otherwise, we will contact you. Absences can be reported by phoning the school, emailing: attendance@lowtonhs.wigan.sch.uk, or sending a text message to: 07472 491590.
- Mr Cochrane is a member of our Student Support team who works directly with pupils and their families to support good attendance and punctuality. In his role, he mentors pupils and communicates with parents when a pupil's attendance is a concern.

 **CARING, LEARNING
AND SUCCEEDING**

- Our new Attendance Support and Outreach Worker, Mrs Waterworth, works with families to identify barriers and agree practical plans, including meetings in school or home visits where appropriate.

Term-Time Holidays and Education Penalty Notices

Families should also be aware that holidays taken during term time will not be authorised and may lead to a fine. Under national rules introduced on 19 August 2024, a penalty notice must be considered when a child has 10 unauthorised sessions (5 school days) within a rolling 10-week period.

- The fine is £80 per parent, per child if paid within 21 days, rising to £160 thereafter.
- A second penalty notice for the same child within three years is charged at £160.
- A third within three years may lead to further legal action by the Local Authority.

Where concerns aren't related to holidays, we take a support-first approach and would always rather work with you early than take formal action.

Please read Wigan Council's full letter here: [Wigan Council letter about Education Penalty Notices](#) (also available on our website) and contact us before booking any leave.

Recognising Good Attendance

We remain committed to recognising and rewarding pupils who attend school regularly and arrive on time. Good attendance plays a vital role in academic progress, wellbeing and future success, and we are proud of the many pupils who demonstrate this commitment every day.

Thank you for your continued support in ensuring that your child attends school regularly, arrives on time and makes the most of every opportunity available to them at Lowton Church of England High School.

Yours faithfully,
Jane Galbraith
Headteacher