

ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs. J. M. Farrimond, B.A. (Hons) N.P.Q.H

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Dear parents and carers,

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted. Please read the following information regarding the process that Wigan schools follow in the event of non-attendance. Please also refer to the School Attendance Policy which can be found on the website.

Education Penalty Notice Warning for Non-School attendance

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a rolling 10 school week period

- 10 sessions (5 days) of unauthorised absence for any reason
- persistently arrives late for school after the close of registration

This means you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child. You could receive a Penalty Notice of £80 which will increase to £160 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served.

If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

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 if you fail to ensure that your child is not in a public place during the first 5 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 school and ask for support.

'Hand in Hand with Jesus'



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All holiday requests, of any duration, will continue to be unauthorised during term time and only in very exceptional circumstances will any non-sickness/medical absence request be authorised. Please remember that the reasons behind having strict attendance procedures in schools are to safeguard children and to provide our pupils with the best possible chance of a full education where they can reach their full potential.

Thank you for your continued support.

Yours sincerely,

Mrs J M Farrimond
Headteacher

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