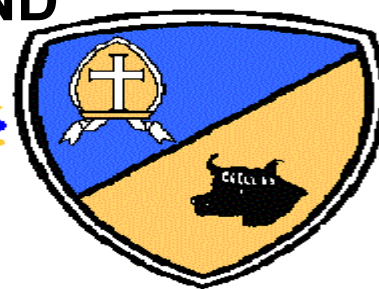


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane
Lowton
Warrington
WA3 2PW

☎ 01942 201140
Fax 01942 205048
web www.saintlukes.wigan.sch.uk
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14 January 2019

Dear Parents and Carers

Attendance at school is always a high priority for us and we appreciate all the support you give in making sure that children are at school punctually, regularly and ready to learn. School works closely with Wigan LA to make sure that our attendance levels are above the national average and this is reflected in the children's achievements.

The policy for Education Penalty Notice Warnings (EPNW) has altered this term. Previously Wigan LA and school have issued EPNW's after a child's attendance triggers through dropping below 90% and having a number of unauthorised absences. This hasn't been as effective as it could be and causes a delay in action being taken to improve the child's attendance.

Following consultation, Wigan LA, and therefore school, have opted to issue a blanket warning to all families to reduce any further delays. The EPNW is attached to this letter. For the majority of you there is no need to feel concerned as your child's school attendance is excellent and I hope you understand that issuing blanket warnings is actually there to speed up actions for a minority and not to worry the majority.

If you have any concerns about your child's attendance at school or if you are experiencing any difficulties please contact school and ask for support.

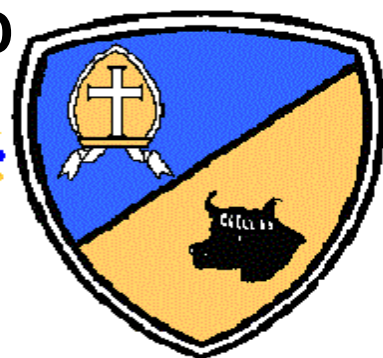
Yours sincerely,

S Hardaker

Mr S Hardaker
Headteacher



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14 January 2019

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 regularly attend school. If parents or 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 or carers if a child has missed a number of sessions without permission from school.

If your child falls within one or more of these categories within a 12 week period you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days:

- 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

The Penalty Notice will need to be paid in full before 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 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 your school and ask for support.

Yours sincerely,

S Hardaker

Mr S Hardaker
Headteacher

