



DEAN TRUST Wigan

Chief Executive: Mr Tarun Kapur CBE
Headteacher: Mr Paul Bousfield

Dear Parent/Carer

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 the school.

If your child falls within one of 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 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 school 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

P Bousfield
Headteacher

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Application for Leave of Absence – Exceptional Circumstances

Please note that there is no automatic right for a pupil's leave of absence. The school will consider a request for leave of absence in relation to the exceptional circumstances of the application together with the pupil's attendance and educational attainment.

PUPIL DETAILS

Name: Form:

Please complete a separate form for each sibling if necessary and return to the attendance officer.

ABSENCE DETAILS

I wish to apply for my child to be absent from school during the following dates :

First Day of Absence : Last Day of Absence :

Number of days absence requested: Returning to school on :

Please explain the 'exceptional circumstances' that make it necessary to have leave of absence during school time: (you should be aware that leave of absence will not be granted for holidays in term time)

I understand that if leave of absence is not agreed and the time off is still taken, it will be treated as unauthorised and may lead to the issue of a penalty notice for £60 per parent per child if paid within 21 days, which increases to £120 if paid after 21 days but within 28 days.

I am also aware that non-payment of a penalty notice may result in a summons for irregular school attendance.

Name of Parent / Carer making application :

Signed : Date :

PLEASE RETURN COMPLETED APPLICATION FORM TO THE ATTENDANCE OFFICER, GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE.

You are advised not to take leave of absence until you know that the school will authorise your child's absence.

FOR OFFICE USE ONLY

Academic Year 20__ - 20__		School Comments
Attendance last academic year		
Attendance this academic year		
Previous leave of absence		
Leave approved / not approved	Signed (Headteacher)	