



St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord

Rookery Avenue,
Ashton-in-Makerfield,
Wigan, WN4 9PF
Telephone: 01942 728651
Email: office@arrowsmith.wigan.sch.uk
Web: <http://www.arrowsmith.wigan.sch.uk>
Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCE, NPQH, MSc, MEd

September 2023

Dear Parent or Carer

Education Penalty Notice Warning

We have been advised by the Local Authority to issue a penalty notice warning to parents/carers whose child or children attend St Edmund Arrowsmith Catholic High School. These warnings are to be issued at the beginning of each academic year.

We are fortunate at St. Edmund Arrowsmith to have the support of our parents in securing good school attendance. We would like to thank you for this continued support and hope you agree that good attendance is vital in enabling our pupils to achieve their individual targets and goals.

If your child is absent from school without authorisation you could receive a fine without further notification. I would also like to reassure you that unless your child does trigger one of the specific criteria detailed in the enclosed letter you will not receive any type of fine.

Please see the penalty notice warning (attached) for non-school attendance. A copy of this can also be found on the school website along with the school Attendance Policy.

Yours faithfully

M J DUMICAN
Headteacher



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Dear Parent or 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 with 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 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 at 9.30am (10 late marks in one term)

You will receive a Penalty Notice of £60.00 which will increase to £120.00 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 at court. A separate penalty notice may be issued to each parent/carers for each child.

In law, an offence is committed if a parent/carers 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 of permanent exclusion.

The Local Authority and Schools are committed to providing the best possible future for your child. If you have any concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support and guidance.

Yours faithfully

M J DUMICAN
Headteacher