



# St Peter's Catholic High School

*A Specialist Visual Arts College*



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## Penalty Notice Warning

Dear Parent/Carer

We have been advised by the authority to issue a penalty notice warning to **ALL** parents/carers whose child/children attend St Peters Catholic High School. These warnings are to be issued at the beginning of every school term.

We are fortunate at St. Peter's to have the support of the vast majority of parents and families in securing high rates of attendance at our school. We would like to thank you for this on-going support. As you will be aware, good attendance underpins everything that we are trying to achieve as a school for your child.

If your child is absent from school without authorisation you could receive a fine without further notification.

Please see attached penalty notice warning for non-school attendance.

Regards

Mr A. McGlown  
Headteacher

Mr N. Ashton  
Assistant Headteacher

Howards Lane, Orrell, Wigan WN5 8NU

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Headteacher: Mr A. McGlown M.A. (Oxon) N.P.Q.H



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## **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

You will 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/carer for each child)

In law, an offence is committed if a parent/carer 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 School are committed to providing the best possible future for your child. If you have any concerns about your child's attendance at school, please do not hesitate to contact school for support and guidance.

Yours sincerely

Mr. A. McGlown  
Headteacher

Howards Lane, Orrell, Wigan WN5 8NU

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