

September 2019

Dear Parent/Carer

In January 2019, the Local Authority changed the way in which they were actioning penalty notices. This was rolled out to all schools within the Wigan Borough.

In brief, there is no longer a separate warning letter issued following concerns of a child's attendance. A generic warning letter is now sent out at the start of a new academic year to all parents/carers regardless of a child's previous attendance. If at any point during the new school year, your child triggers any of the criteria in the enclosed warning letter, you will more than likely be fined.

This is an authority wide policy; however as a school we will always try to work with and support both our students and their families. 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.

If you have any concerns regarding this, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T Kearns', with a long horizontal flourish extending to the right.

**T Kearns**  
**Deputy Headteacher**