

REF: Concern of Unauthorised Absence

Dear Parent/Carer,

I'm writing to express my concern at [name's] recent unauthorised [absence/absences] from school.

[Name] has been absent from school for a total of [number] unauthorised sessions ([number]).

Unauthorised absences can result in a penalty notice, issued by Wigan local authority attendance team who visit the school on a regular basis. Information on penalty can be found in the school's attendance policy. This can be viewed on the school website, or at the school reception, upon request.

Please see below table, detailing fines that may be issued if your child's attendance does not improve:

PENALTIES FOR UNAUTHORISED ABSENCE		
TIMELINE	ONE CHILD	TWO CHILDREN
Paid within 21 days	£60 per parent/carer	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent/carer	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear in the Magistrates Court on the grounds that you have failed to secure your child's regular attendance.	You will receive a summons to appear before the Magistrates Court on the grounds that you have failed to secure your children's regular attendance.

We acknowledge that each family's circumstances are different, and we aim to work with parents to provide the best education for every child.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

I therefore request that you attend an attendance review meeting with myself, Ed Hanley (Head Teacher) and Lisa Heyes (Pastoral Manager) on at

Please confirm that you are available to attend the meeting. If you cannot on this date/time, please contact the school reception on 01942 877715.

Yours Sincerely,

Ed Hanley

Head Teacher

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