

Dear Parent/Carer,

We are writing to provide you with some information regarding EPN (Education Penalty Notices) to improve parent/carer understanding of the process.

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.

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
2. The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
3. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
4. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
5. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

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.

The Local Authority and schools 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,

Ed Hanley



Head Teacher

Application for Leave of Absence – Exceptional Circumstances

Please note that there is no automatic right for a student'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 student's attendance and educational attainment.

Student Details:

Name:		Form:	
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Please complete a separate form for each sibling if necessary and return to the Pastoral Manager

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 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)

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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 £80 per parent per child if paid within 21 days, which increases to £160 if paid after 21 days but within 28 days. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them. 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 the application:

Signed:		Date:	
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PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL, 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:			
Approved:	<input type="checkbox"/>	Signed:	
Rejected:	<input type="checkbox"/>	(Headteacher)	