



DEAN TRUST Rose Bridge

Chief Executive: Mr Tarun Kapur CBE
Academies Director: Mr Barry Bridden MEd MSc
Headteacher: Miss Lucy Cropper

Dear Parent/Carer,

Education Penalty Notice Warning for Non-School Attendance

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. 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 under the following categories, within a twelve-week period;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- Persistent late arrival at school after the close of registration

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Wigan Local Authority's Code of Conduct.

The Penalty Notice fine would be:

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent/carer, per child. This reflects the seriousness of unauthorised absence from school. Penalty Notices may also be issued 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 5 days of a fixed term or permanent exclusion

Our key priority at Dean Trust Rose Bridge is to ensure that your child is as successful as possible, able to reach their full potential and gain maximum benefits from their educational experience.

If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact the school to discuss support options.

Yours sincerely

Miss L Cropper
Headteacher

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