



THE DEANERY

Church of England High School and Sixth Form College

10th November 2025

Dear Parent or Carer

Supporting Regular School Attendance

This letter provides updated information regarding school attendance procedures, in line with guidance from Wigan Council and the Department for Education.

The guidance document 'Working Together to Improve School Attendance' (August 2024) outlines a 'support first' approach. Schools are expected to offer appropriate support to families where attendance concerns arise. Parents and carers are encouraged to maintain communication with the school should support be required.

Educational Penalty Notices (EPNs) may be requested by schools and issued by the Local Authority to parents or carers of statutory school-age children. Notices are issued per parent, per child. For example, if two children are absent without authorisation, each parent may receive a notice for each child.

Changes that have been effective since 2024 include:

- A national threshold of 10 unauthorised sessions (equivalent to 5 school days) within a rolling 10-week period will trigger consideration of a penalty notice.
- Term-time holidays will result in a penalty notice being issued.
- Penalty fines have increased to £80 if paid within 21 days, rising to £160 if paid within 28 days.
- A second fine within a 3-year period will automatically be £160, with no option for a reduced rate.
- A third offence within 3 years may result in further enforcement action by the Local Authority.

The school appreciates the continued cooperation of parents and carers in promoting regular attendance. This is essential to ensuring that all pupils have access to consistent learning and future opportunities.

For any concerns or support regarding attendance, please contact Mrs A Storey, Attendance Officer, via email at sstoreya@deanery.wigan.sch.uk or by telephone.

Yours faithfully

Mr M Wood
Headteacher