



TO CARE  
TO LEARN  
TO ACHIEVE

## BEDFORD HIGH SCHOOL

A Specialist Business and Enterprise College  
with Applied Learning  
Headteacher: Mrs H J Phillips

September 2019

Dear Parent/Guardian

### **Education Penalty Notice Warning for Non-School attendance**

**Please note that I am obliged to send this letter to all parents regardless of the current level of attendance of your child, so that you are clear about the law.**

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. If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

You could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

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.

You may also receive a Penalty Notice 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 first 5 days of a fixed term or permanent exclusion.

### **Updated School Attendance Policy**

I would also like to draw your attention to the following updated sections of the School's Attendance Policy:

Cont/.....

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

enquiries@bedford.wigan.sch.uk

www.bedfordhighschool.co.uk

 @BedfordHighSch

 @Bedford High School Live



**You must contact school each day that your child is absent unless you have given us notification informing the length of the absence through medical evidence.** On your child's return following an absence, we request that parents/carers write a brief note explaining the absence. The student should hand the note in to the Attendance Office.

Whilst students are not expected to attend school if they are too ill, absence levels need to be managed. The Department for Education's School attendance guidance states that **schools can request parents to provide medical evidence to support student illness. School will request this if your child has had 2 periods of illness within a 12 week period or their overall attendance is below 90%. If medical evidence is not provided in these circumstances, your child's absence will be recorded as unauthorised and school will follow the unauthorised absence procedure.**

Medical evidence can take the form of prescriptions, appointment cards (including dosage labels of medicines/tablets etc) or a doctor's note.

The full School Attendance Policy can be found on the school's website under the 'School Information' tab.

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 school and ask for support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H. J. Phillips'.

Mrs H J Phillips  
Headteacher