



# Hindley Junior & Infant School

Argyle Street, Hindley, Wigan WN2 3PN



Headteacher: Miss A McKeever

E-mail: [enquiries@admin.hindley.wigan.sch.uk](mailto:enquiries@admin.hindley.wigan.sch.uk)

Tele: 01942 255339

Wednesday 3<sup>rd</sup> September 2025

## **Subject:** Important Update: Changes to School Attendance Enforcement

Dear Parents and Carers,

I am writing to inform you of important changes regarding how we manage attendance at our school, in line with new guidance from Wigan Council.

Good school attendance is vital for every child's education and wellbeing. Research shows that pupils with regular attendance are more likely to achieve higher grades and to thrive socially and emotionally.

To support this, Wigan Council has recently updated its *Education Penalty Notice Code of Conduct*. As a school, we will now be following this guidance and will begin submitting Education Penalty Notice (EPN) referrals where needed.

### **What this means for parents:**

- If your child has 10 sessions (5 school days) of unauthorised absence within a 10-week period, we will be required to consider whether an Education Penalty Notice is appropriate.
- Unauthorised absences include term-time holidays taken without approval, lateness after registration closes, or absence without valid reason.
- In most cases, we will take a *support first* approach—working with you to resolve any attendance issues.
- However, if attendance does not improve despite support, or if there are unauthorised absences such as term-time holidays, we will make a referral to Wigan Council for an EPN.
- A first Penalty Notice is £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days. Non-payment may result in prosecution.

### **Why is this happening?**

This change is part of a borough-wide effort to improve attendance and ensure that children benefit fully from their education. The updated Code of Conduct aims to ensure fairness and consistency across all schools in Wigan.

### **Next steps:**

We will continue to keep you informed about your child's attendance and will always work with families to offer support. However, please be aware that the use of Penalty Notices will now be part of our procedures where necessary.

If you have any questions about these changes or would like support with your child's attendance, please do not hesitate to contact us.

Thank you for your understanding and continued support in helping your child achieve the best possible outcomes.

Yours sincerely,

Miss McKeever  
Headteacher

