



Glan Llyn Primary School  
Ysgol Gynradd Glan Llyn

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8th September 2025

Dear Parent / Carer

### **Attendance at School and Fixed Penalty Notices**

We are committed to promoting high rates of attendance, attainment and the well-being of children in our school. As previously shared with you, the school will once again be issuing Fixed Penalty Notices (FPNs) as part of the attendance strategy of Welsh Government and Newport City Council. The Education Act 1996 makes it a criminal offence for a parent/carer to "fail to secure their child's regular attendance at school."

Fixed Penalty Notices will be used as a last resort, as part of a range of options and when all efforts to engage have been tried and failed, and where it is evident that there are no underlying reasons for school absence.

### **Lliswerry Cluster Information on Fixed Penalty Notices linked to unauthorised absence:**

Following Welsh Government Legislation, Newport City Council has adopted a Code of Conduct which allows the Local Authority to issue Fixed Penalty Notices to the parents of pupils who miss five school days or ten school sessions which are unauthorised.

**Please note that protocols and procedures in relation to Fixed Penalty Notices will be enforced from January 1<sup>st</sup> 2016.**

### **Issue of a Fixed Penalty Notice**

A Fixed Penalty Notice can only be issued in cases of unauthorised absence;

- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil in a family, Notices may be issued for more than one child;
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice

### **Fixed Penalty Notices may be considered appropriate when:**

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

**Fixed Penalty Notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.** Unauthorised absences are those which the Local Authority does not consider reasonable and for which no 'leave of absence' has been agreed by the school. These include:

- Holidays during school time
- Parents keeping children off school unnecessarily, e.g. for company, shopping, birthdays, hair appointments, dancing shows, looking after other children etc.
- Truancy before or during the school day
- Absences which have never been properly explained.

We ask that parents and carers work with schools and education providers closely, communicating any difficulties and issues that are impacting on their child's ability to attend school regularly. Where there are genuine reasons for absences these must be discussed with the school.

Cofion cynnes/Kind regards,

*J Richards*

Mrs J Richards  
Headteacher

Dear Parent/carers,

Welcome back to the new academic year and thank you to everyone who is ensuring their child attends school.

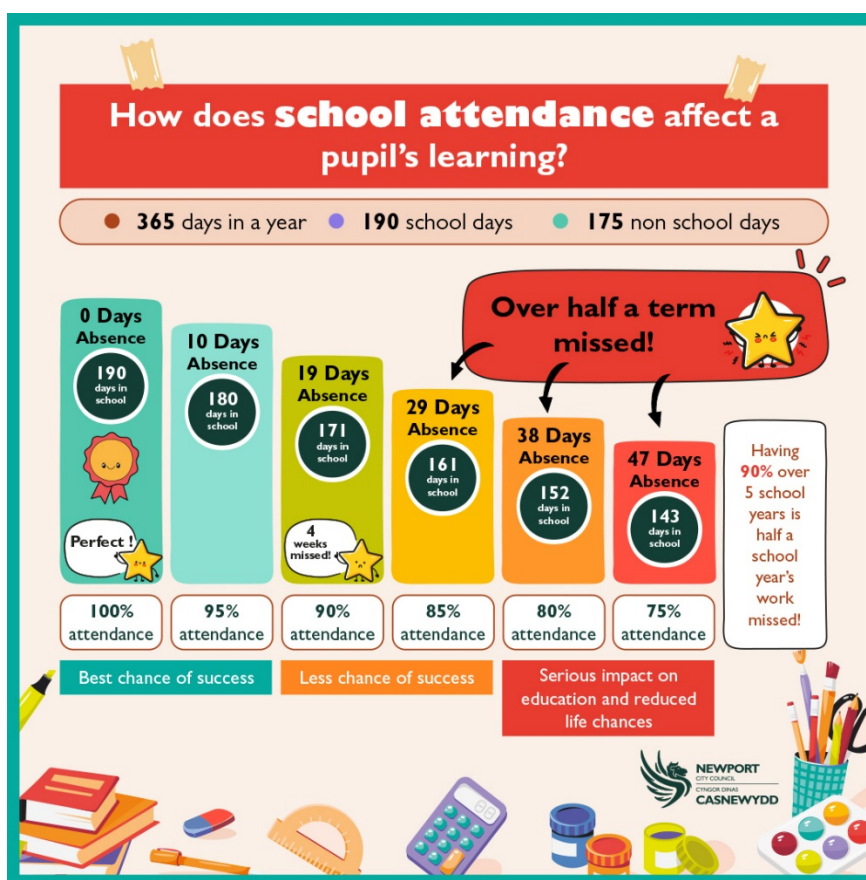
Pupils with low attendance are more likely to fall behind with their work, have gaps in their learning, and therefore, achieve lower examination results. This will affect their life chances for the future.

We all have the responsibility to ensure that our pupils achieve the best start in life, so they can reach their full potential.

A pupil who achieves 90% attendance is still missing out on a significant amount of education.

**90% attendance =  $\frac{1}{2}$  a day missed every week**

**90% attendance over 5 years of school =  $\frac{1}{2}$  a school year missed**



### How can the Local Authority support you?

Education Welfare Officers (EWO's) support schools, pupils and parents/carers to encourage children to attend school regularly.

If your child does not attend school regularly, the Headteacher or another member of staff will want to meet with you to discuss the reason for your child not attending school. If attendance continues to be a problem the school may refer to the Education Welfare Service.

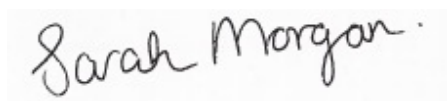
### What the law says

All children of compulsory school age (between 5 and 16) must receive a suitable full-time education. As a parent/carers you are responsible for making sure this happens and you have a vital role to ensure and encourage regular attendance at school. Most school Governing Bodies have opted to use Fixed Penalty Notices for parents/carers who do not work with the school to support their child in receiving a regular education. The Local Authority expects all schools to work closely with pupils and parents to establish high expectations for attendance.

**Lateness**

Please ensure that your child arrives at school on time. It can be very stressful to arrive late for school. A pupil arriving late also disrupts lessons for others. Persistent lateness can be classed as unauthorised absence and can be referred to the Education Welfare Service.

Thank you for your ongoing support and partnership with schools and other education settings for the benefit of all pupils. Everyone working in education across Newport City Council wants to help in any way possible to encourage excellent attendance in school, to ensure our young people achieve success.

A handwritten signature in black ink that reads "Sarah Morgan". The signature is written in a cursive style and is positioned above the printed name and title.**Sarah Morgan**

Chief Education Officer

Prif Swyddog Addysg