Glan Llyn Primary School
Ysgol Gynradd Glan Llyn

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8th September 2026

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 1st 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