



Greenmeadow Primary School
Ysgol Gynradd Maesglas
Craig Road, Greenmeadow, Cwmbran, Torfaen, NP44 5YY
Tel: 01633 484320 Fax 01633 484349
Website: <http://greenmeadowprimarycwmbran.co.uk>

14th March 2024

Dear Parent/Carer,

I am writing to advise you of a change to our attendance policy which will come into force with immediate effect.

All schools share the Welsh Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children. In line with the Education (Penalty Notices Wales) Regulations 2013 and Welsh Assembly Government guidelines the Local Authority now has the power to issue Fixed Penalty Notices (FPNs).

A FPN is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incurs a fine of £120 which is reduced to £60 if paid within 28 days of the notice being served. Failure to pay a fixed penalty will result in prosecution under the Education Act 1996.

The issuance of a FPN will be considered in consultation with ourselves and the Educational Welfare Service. The circumstances when a FPN could be issued are :-

- At least 10 sessions (which equates to 5 school days) are lost due to unauthorised absence during the current academic year. These do not have to be consecutive.
- Unauthorised holiday absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays
- If a parent/carers does not attempt to engage with the school or the local authority regarding their child's absence
- Persistent late arrival at school, i.e. after the register has closed. 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 authorised reason.

Support and guidance regarding attendance is readily available from school or the Local Authority. More detailed information regarding FPNs can be found within our attendance policy. If you have any specific queries regarding this topic, please contact me.

Yours sincerely

C Moses

C Moses
Headteacher