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Dear Parent/Carer

**Information on Fixed Penalty Notices linked to unauthorised absence:**

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

**Protocols and procedures in relation to Fixed Penalty Notices**

**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 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; or
- 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.

Further information for parents can be found on the Torfaen Council Borough web-site at:

<http://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/AttendanceBehaviourWelfare/NonAttendance/Non-Attendance-FixedPenaltyNotices.aspx>

Yours sincerely

L Sellars  
Headteacher