



Headteacher: Mrs L Smith
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31st March 2023

Dear Parent/Carer

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. The Governing body of our school have voted to adopt the policy of Fixed Penalty Notices.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly. Torfaen will now be exercising this power and we, as a school, will be asking them to issue Fixed Penalty Notices as outlined in the information below:

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

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. 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.

Support and guidance regarding attendance is available from school or the Local Authority, however should you have any specific queries in relation to this letter, please contact me on the above telephone number/email address.

Yours sincerely

L R Smith

L Smith
Headteacher