



Dear Parent / Carer,

We are writing to inform you that from 02.09.2026 the start of this academic year the school will be issuing Fixed Penalty Notices (FPN) again as part of our school and LA strategy to bring our attendance figures back in line with our pre-Covid figures. We have always been proud of our attendance figures in school and would like to take this opportunity to thank parents and carers for their continued support in this area.

Now that we are back to normal with our routines in school, we feel it is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms all day. We will only issue an FPN as a last resort; usually, issues are resolved with clear home-school communication. However, should we feel that there are no underlying reasons for school absence then the FPN process will be followed.

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorized 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.

Should you have any further queries please contact Miss C Jones in the school office who will be happy to assist with your queries.

Kind Regards,

Garnteg Primary School Attendance and Senior Leadership team