

# West Monmouth School

## Ysgol Gorllewin Mynwy



*Believe Achieve Succeed Credu Cyflawni Llwyddo*  
*WMS - a caring School*

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date: 12<sup>th</sup> September 2024

### Re: Local Authority Introduction of Fixed Penalty Notice

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.

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 a term. These do not need to be consecutive.
- At least 10 sessions (5 school days) are lost due to unauthorised leave of absence during a term or delayed return from extended holidays.
- Persistent late arrival at school after the register has closed (recorded as a U code) during a 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 below. [Connor.bragg@wms.schoolsedu.org.uk](mailto:Connor.bragg@wms.schoolsedu.org.uk)

Yours Faithfully,

Claire Hughes

Deputy Headteacher

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