

FPN Procedure

5 Days Unauthorised in any 1 term
Codes: O U & N (Unauthorised Holiday: G)

Year Mentor to monitor all Unauthorised Holidays (G Code) and request FPN Warning letter via email from LA. JS to be copied in to all emails.

JS to monitor all unauthorised absence (in particular O, U Codes.) JS to request FPN warning Letter from LA and inform Year Mentor.

FPN Warning Issued- Attendance to be monitored 48 hours following FPN Warning Issue Date.
SIMS Group to be updated by JS- including FPN Warning Issue Date.

JS to Monitor FPN Warning SIMS Group for a Period of 12 Months following the FPN Warning Letter.

Attendance Improves.
Letter to Congratulate.

Attendance Continues to be a Concern: 80% or below in a minimum of a 6 week block- with the majority unauthorised.

FPN Requested- Complete Penalty Notice Request Form and send to Sian Pineau and esws@conwy.gov.uk

FPN Paid.
Attendance Improves.

FPN Issued Paid. Attendance has not improved. Parental Prosecution to be explored. Evidence to be gathered. Letter to parents to inform. Refer to parental prosecution procedure.

FPN Issued Not Paid. Not at the stage of parental prosecution. Parental Prosecution to be explored. Evidence to be gathered. Letter to parents to inform. Refer to Parental Prosecution Procedure if appropriate. Ensure 42 day FPN payment time scale has passed following FPN before pursuing prosecution.

FPN Issued Not Paid. Parental Prosecution appropriate. Evidence previously gathered. Refer to Parental Prosecution Procedure. Ensure 42 day FPN payment time scale has passed following FPN before pursuing prosecution. Final Notice to be issued.