



YSGOL GYNRADD AMEITHRIN STRYD SIORS

Wainfelin Road, Pontypool, Torfaen NP4 6BX

Dydd Gwener 08 Medi 2026

Annwyl Parents/Carers

Dear Parents/Carers

I am writing to inform you that as of January 2024, Fixed Penalty Notices (FPN) will be issued as part of our strategy to bring our attendance back in line with our pre-Covid figures. As you are aware from our weekly newsletters, we are trying extremely hard to improve our attendance and I would like to take this opportunity to thank parents and carers for their continued support in this area.

It is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms each day. FPNs will be issued as a last resort. However, if there are no underlying reasons for school unauthorised absences 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 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 pupil has come to the attention of the police or public during school hours for being absent from school, without an acceptable reason.

Thank you for your continued support.

Cofion gorau

K. Manley



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