WARRINGTON
Borough Council

Sarah Smith
Chief Executive

Sharon Cooper
Director of Children's Services
People Directorate

East Annexe
Town Hall
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Dear Parents/Carers

Fixed Penalty Notice update.

I am writing to inform you of the fixed penalty notice procedures for this academic year.

In line with national expectations and Warrington Borough Council's policy, schools are required to monitor attendance closely and take action where there are unauthorised absences.

Where a child has 10 or more unauthorised absences (equivalent to 5 full school days) in an academic year, this may result in a Fixed Penalty Notice (FPN) being issued. Schools are advised **not** to authorise holidays in term time and parents should be aware that this may result in a FPN being issued if the above criteria are met.

Your child's school will monitor attendance, and where appropriate they will refer cases to Warrington Borough Council for consideration of a FPN. The local authority will review each referral and determine whether a FPN should be issued.

Fixed Penalty Notice Charges.

- **£80** per parent, per child if paid within 21 days.
- **£160** per parent per child if paid within 28 days.
- Failure to pay may lead to prosecution in Magistrates Court.

A maximum of two Fixed Penalty Notices can be issued per parent for the same child within a three-year period. After this, any further unauthorised absence may result in a prosecution.

For any further information please use the attached link which gives up to date guidance on school attendance - Working together to Improve School Attendance

Yours sincerely,



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