



Griffithstown Primary School / Ysgol Gynradd Griffithstown

Headteacher: Mr N Blackburn BA (Hons), PGCE, NPQH

INSPIRE CHALLENGE ACHIEVE

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Tuesday 1st September 2026

Dear Parent / Carer,

I hope you had a restful and enjoyable summer.

I'm writing to remind you that we issue Fixed Penalty Notices (FPN) as part of our strategy to secure good attendance for all learners. We are proud of our attendance data and I would like to take this opportunity to thank parents and carers for their continued support in this area.

We continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms each day. We will only issue a FPN as a last resort. However, if 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 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.

Best wishes

Nick Blackburn

Head