



Blaenavon Heritage Voluntary Controlled Primary School

Middle Coed Cae Road, Blaenavon, Torfaen NP4 9AW

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Thursday 3rd September 2026

INFORMATION REGARDING FIXED PENALTY NOTICES

Dear Parents & Carers,

As a reminder from our earlier letters, please familiarise yourself with the information below regarding the new Torfaen policy on fixed penalty notices. The Governing Body of Blaenavon Heritage VC Primary School may be issuing Fixed Penalty notices in line with Torfaen's policy.

Fixed Penalty notices can be issued under any of these circumstances:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. 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.
- 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 child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

We cannot stress the importance of your child coming to school, high attendance helps children to achieve. Only in exceptional circumstances are we able to authorise holidays and your child's attendance will have to be over 95% in order for these to be considered. You must complete an Absence Request form (available from the office) at least two weeks before you intend to travel, detailing the exceptional circumstances. We can only authorise a maximum of 5 days in an academic year, even when circumstances are exceptional. Please include proof. If you are unable to have leave from your employer during school holiday time, please include a letter from your employer detailing this. Unfortunately, the cost of the holiday is not considered to be an exceptional circumstance.

Payment of Fixed Penalty Notices

Arrangements for payment will be detailed on the Penalty Notice. Payment of a Fixed Penalty Notice discharges the parent's liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Fixed Penalty Notice.

If the Fixed Penalty Notice is paid within 28 days, the penalty payable is £60, or £120 if within 42 days.

Payments will not be accepted from parents after 42 days has elapsed and cannot be paid either by instalments.

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YR EGLWYS
YNG NGHYMRU



THE CHURCH
IN WALES



Non-Payment of Fixed Penalty Notices

Non-payment of a Fixed Penalty Notice will result in prosecution for the period covered by the Fixed Penalty Notice under Section 444 of the Education Act 1996.

Please continue to inform the school office via telephone or Class Charts for the reasons for your child's absence. If we do not receive this information, or if your child's attendance is below 90%, the Attendance Team may visit your house to ensure you and your children are safe.

If your child is persistently late we will follow the Punctuality Pathway procedure.

Yours sincerely,

Anna Britten
Headteacher

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