



Our Ref CTR/ESD

18th May 2015

Dear parents

Fixed Penalty Notice (FPN) – Revised Code of Conduct

The Code of Conduct which is the primary document for Education Fixed Penalty Notices in West Sussex has recently been under review as a result of changes in legislation. A revised Code of Conduct is now available.

The most significant change is the removal of the requirement for the local authority to include a fifteen (15) day monitoring period on instances of unauthorised absence. Monitoring is undertaken constantly by the College and is the basis upon which referrals will now be made. FPNs can now be used for any unauthorised absence which reaches the criteria of ten (10) sessions.

This step provides equity as it will ensure that all families within West Sussex are treated the same, irrespective of whether a family embarks on an unauthorised holiday in term time or where a child accrues unauthorised absence for any other reason.

The new Code of Conduct has been placed on our website to ensure you are fully informed and warned about the use of Fixed Penalty Notices.

Yours sincerely

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Headteacher

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