

Penalty Notice Portal

Refresher / Training for School Staff
November 2025

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7. Understanding how parents/carers pay their penalty notice
8. Questions

Data – PN Portal – Since the start...

Penalty Notice Status	For those where a PN was issued	For all PN Portal Requests...	
Holiday Absences	92.26%	10418	12090 87.48%
Unauthorised Absences	7.74%	874	1730 12.52%
Grand Total	100.00%	11292	13820 100.00%

Penalty Notice Status	For those where a PN was issued	For all PN Portal Requests...	
Holiday Absences	100.00%	10418	12090 100.00%
Declined	0.03%	3	476 3.94%
Issued	7.13%	743	743 6.15%
Paid	78.67%	8196	8196 67.79%
Proceed To Prosecution	5.56%	579	874 7.23%
Request To Withdraw	0.01%	1	8 0.07%
Submitted	0.00%		692 5.72%
Unpaid	4.42%	460	460 3.80%
Withdrawn	4.19%	436	640 5.29%
Grand Total	100.00%	10418	12090 100.00%

Penalty Notice Status	For those where a PN was issued	For all PN Portal Requests...	
Declined			1182 8.55%
Issued	6.68%	754	754 5.46%
Paid	76.68%	8660	8660 62.65%
Proceed To Prosecution	7.13%	805	1107 8.01%
RequestToWithdraw	0.01%	1	8 0.06%
Submitted			781 5.65%
Unpaid	4.78%	540	540 3.91%
Withdrawn	4.70%	531	789 5.71%
Total		11291	13821

Penalty Notice Status	For those where a PN was issued	For all PN Portal Requests...	
Unauthorised Absences	100.00%	874	1730 100.00%
Declined	0.00%		706 40.81%
Issued	1.26%	11	11 0.64%
Paid	52.86%	462	462 26.71%
Proceed To Prosecution	25.86%	226	233 13.47%
Submitted	0.00%		89 5.14%
Unpaid	9.15%	80	80 4.62%
Withdrawn	10.87%	95	149 8.61%
Grand Total	100.00%	874	1730 100.00%

Overview – PN Portal

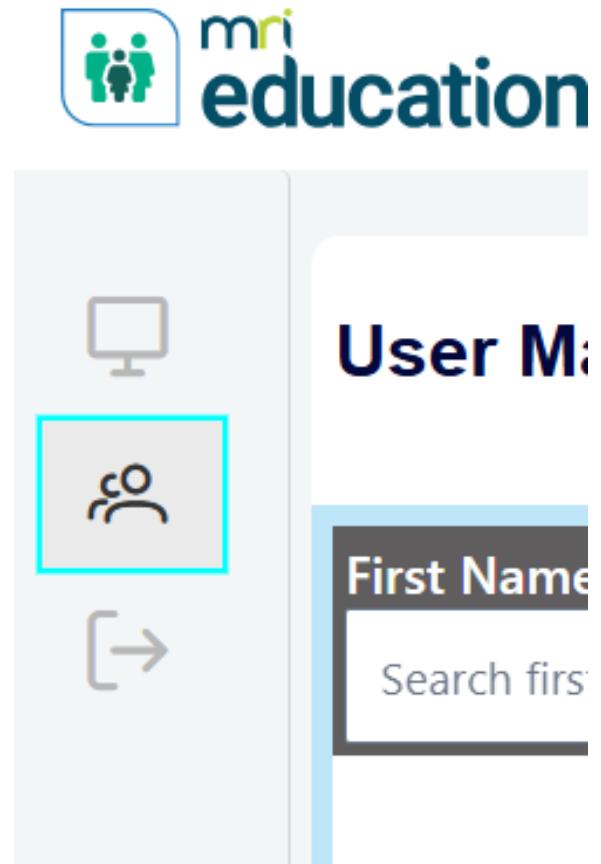
- This will allow schools to login and submit requests for PNs via a Web-based Portal.
- The Prosecution Team will process requests via the portal, allowing the team to:
 1. Ask for Further Information
 2. Decline the request
 3. Withdraw the request
 4. Issue a Penalty Notice
- Schools will then be able to track progress via the Portal too.
- All info about the portal is available via our penalty notice webpage on BSO -
<https://bso.bradford.gov.uk/content/education-safeguarding/attendance/penalty-notices-august24>

Logging into the Portal

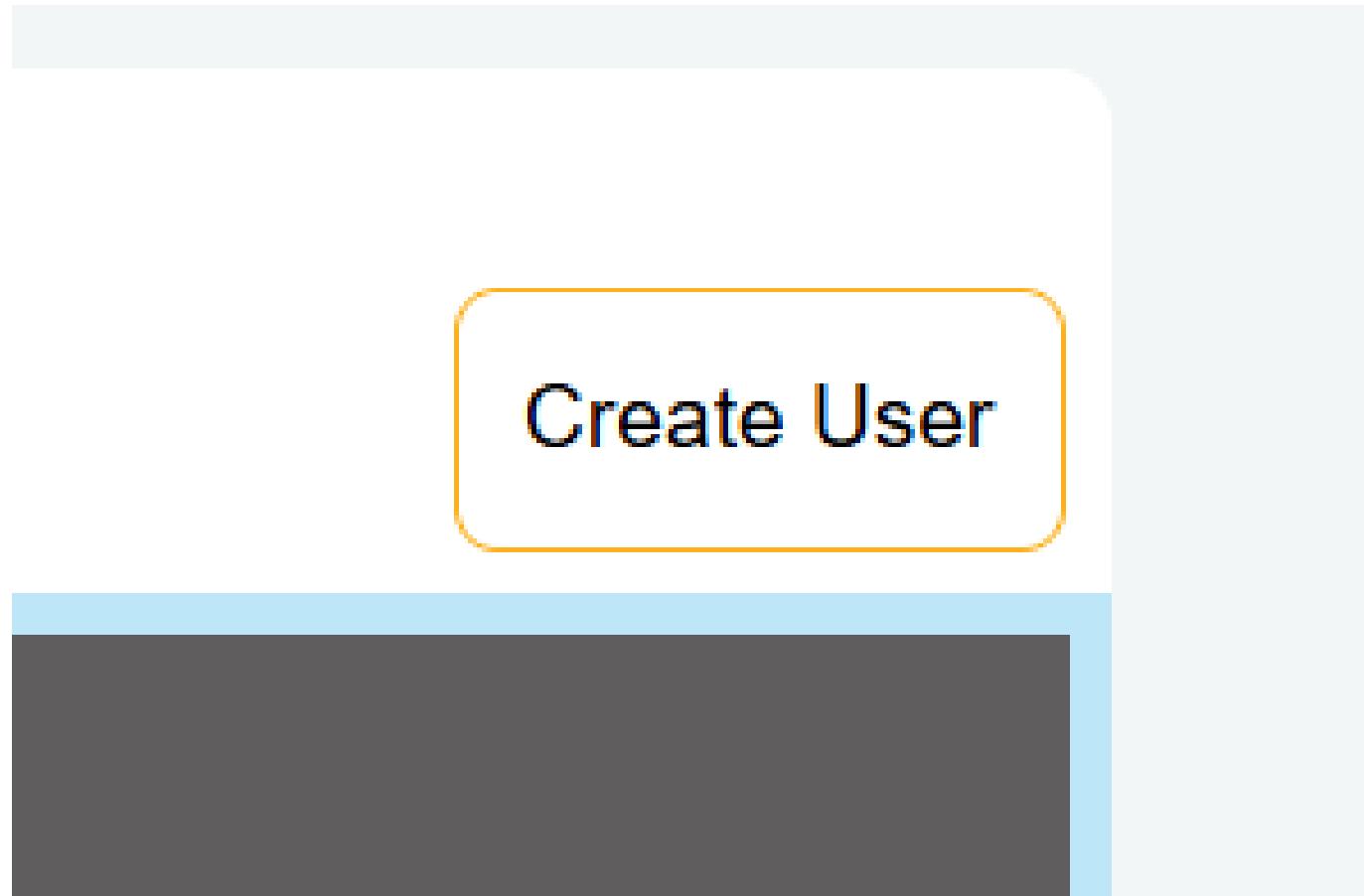
- One person from each school will be responsible for rolling out access to the Penalty Notice Portal to staff.
- If you are not sure who this person is, or you wish to change who this person is, you can contact us via PN@bradford.gov.uk
- This lead person is responsible for rolling out access to other users for their school.

Rolling out access

1. Go to “User Management” section by clicking on the “two people” icon on the left hand of the screen



2. Click on the “Create User” button at the right-hand side of the screen



3. Create a user by entering First Name, Surname, and email address.

I would advise leaving phone number blank, as the user can input this themselves when completing the registration process. Click on “Save” once completed.

Create a New User

Mandatory fields are marked with a red asterisk *

First Name *

Last Name *

Email Address *

Phone number

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UK City of Culture

Close **Save**

And then repeat for further users...

FAQs:

1. You can provide users from outside your school/organisation with access to the portal, but your school/organisation remains responsible for the security of the data contained within the Portal.
2. It does not matter which MIS your school uses (SIMS, Bromcom, Arbor etc), the portal is web-based and uses data you share with Bradford Council.

Click here to log into the portal:



FPN Portal

Remember to save the link as a “favourite” in your favourites bar!

<https://education-fpn.cloud.mrisoftware.com/>

Creating a new Penalty Notice Request

- Select the school the FPN request is from
- **You only need to do this if you are linked to more than one school**

mri education Logout

Name Year Actions

Oakwood School

Amanda Abbott			Donald Abbott			Earl Abbott		
Oakwood School			Oakwood School			Oakwood School		
Current FPN	Previous FPN	Withdrawn FPN	Current FPN	Previous FPN	Withdrawn FPN	Current FPN	Previous FPN	Withdrawn FPN
1	0	0	0	0	1	1	0	0

Year 5 Action needed : 05/06/2023 +

Year 11 Resubmitted : 09/06/2023 +

Todd Abernathy			Tina Abshire			Alice Adams		
Oakwood School			Oakwood School			Oakwood School		
Current FPN	Previous FPN	Withdrawn FPN	Current FPN	Previous FPN	Withdrawn FPN	Current FPN	Previous FPN	Withdrawn FPN

Search for the student the FPN request is for

Logout

Name: angela hall

Year: Any

Actions: Any

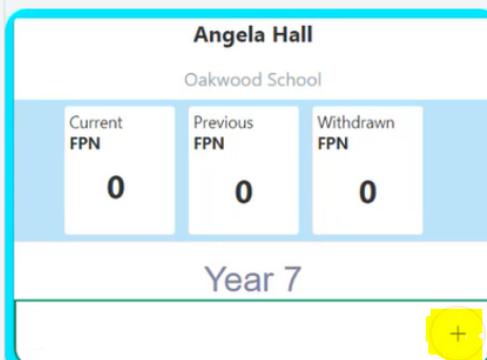
Oakwood School

Angela Hall
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN
0	0	0

Year 7

+



Click on the “Start new request” icon in the bottom right of the card – select a reason for the request

Request a new Fixed Penalty Notice X

1 Start 2 Carers 3 Dates 4 Upload 5 Info 6 Check 7 Submitted

Name:

Reason

Please select ▼

Holiday Absences

Unauthorised Absences

Remember...

Holiday Absences = Unauthorised Leave during Term Time
Unauthorised Absences = Sporadic Poor Attendance over 10 weeks +

Click Next to take you to the Carers step – add one or more parents and carers

Please for help...

- 1) Please ensure parent names are Capitalised
- 2) No need to add a salutation (Mr / Mrs / Ms etc)

Logout

Name: Angela Hall Year: Any

Angela Hall
Oakwood School

Current FPN: 0 Previous FPN: 0 Withdrawn FPN: 0

Year 7

Relationship: Father First Name: John Last Name: Hall

Contact address: MK41 6DZ Find

46, Bents Close, Clapham, Bedford, MK41 6DZ

BACK NEXT

Enter parents and carers for:
Name: Angela Hall Reason: Holiday absences

1 Start 2 Carers 3 Dates 4 Upload 5 Info 6 Check 7 Submitted

Relationship: Mother Name: Genny Hall Main contact address: 46, Bents Close, Clapham, Bedford, MK41 6DZ

Father: John Hall 46, Bents Close, Clapham, Bedford, MK41 6DZ

BACK NEXT



Relationship: Father Name: [REDACTED] Main contact address: [REDACTED]

Include?



NB – Some children will already have a parent linked to them – Click on “Include?”

Click Next to take you to the Dates step – add the From (Start) and To (End) dates, and the number of sessions missed

+ Enter dates for:

Name:

Aamirah Hey

Reason:

Holiday Absences



From:

dd/mm/yyyy



To:

dd/mm/yyyy



Total Sessions:
(optional)

BACK

NEXT

Tips:

1. The start date should be the child's first day of absence
2. The end date should be the child's last day of absence

13 Oct 2025	/\	/\	/ G	G G	G G
20 Oct 2025	G G	G G	G G	G G	G G
27 Oct 2025	# #	# #	# #	# #	# #
03 Nov 2025	# #	/\	/\	/\	/\

Using this example, the start date of absence would be 15th October 2025, the end date would be 24th October 2025.

Number of sessions missed = 15



Upload Evidence:

Name:

Aamirah Hey

Reason:

Holiday Absences

X



Unauthorised Leave of Absence (Holiday) during term time:

Criteria:

A leave of absence of five days (10 sessions) or more was taken during term time without the school's consent in the 6 weeks prior to a notice being requested.

Required Documentation:

- Term-time leave request submitted by Parent;
- A refusal of leave letter from the school outlining:
 - the exceptional circumstances the school has considered;
 - setting out the reasons for refusal;
 - A statement regarding the consequences of taking an unauthorised holiday, including the issuing of a penalty notice if a pupil continues to be absent during this period.
 - NB - the parts of the letters highlighted in **yellow** are mandatory, and cannot be edited/removed. We will reject any requests where mandatory parts of letters have been removed or altered.
- **OR** a retrospective refusal of leave letter from the school outlining the same as above, but including details of how the school has reached the assumption that the child has taken an unauthorised leave of absence;
- Attendance certificate covering the unauthorised leave period only. This should be signed and dated by the head teacher.
- Any additional evidence in relation to the absence ie letter from parent etc.

NB - If this request relates to an extended period of leave (20 days +) and feel that it would be appropriate to proceed straight to prosecution, please type "Extended Leave" into the Additional Information box during Step 5 of this request.

+ Choose

BACK

NEXT

Click Next to take you to the "Upload Evidence step"

Select one or more files by clicking on "Choose"

The text at the top reminds you of what is needed (Evidence)

You should be attaching the new LOA E-Form docs here (copy of the form, email to parent)



Click Next to take you to Further Information step – it is optional to record text here

Further information:

X

Name:

Aamirah Hey

Reason:

Holiday Absences

1

Start

2

Carers

3

Dates

4

Upload

5

Info

6

Check

7

Submitted

Additional Information

This is an extended holiday for 30 days. We would ask that a penalty notice is issued, not a prosecution, given the reasons we have highlighted in our response to the parent.

Remaining characters - 4825

BACK

NEXT

This is a good place to let us know where you would like to consider different approaches to issuing a penalty notice – i.e.

1. Where leave is extended (20 days +) but you feel a PN is appropriate, not a prosecution.
2. Where a PN should be issued to only one parent and not both.
3. Where an address has changed between the school writing to the parent and the request for a PN.



Click Next to take you to Submission next – you must agree to the Terms & Conditions to click Submit

Submit FPN:

X

Name:

Aamirah Hey

Reason:

Holiday Absences



Terms and Conditions

By submitting this request you confirm that all the necessary documents have been attached to enable us to process your request as soon as possible. Any requests with missing documents will be rejected and you will be required to resubmit your request.

If you wish to withdraw a penalty notice request, please do so as soon as possible via this portal.

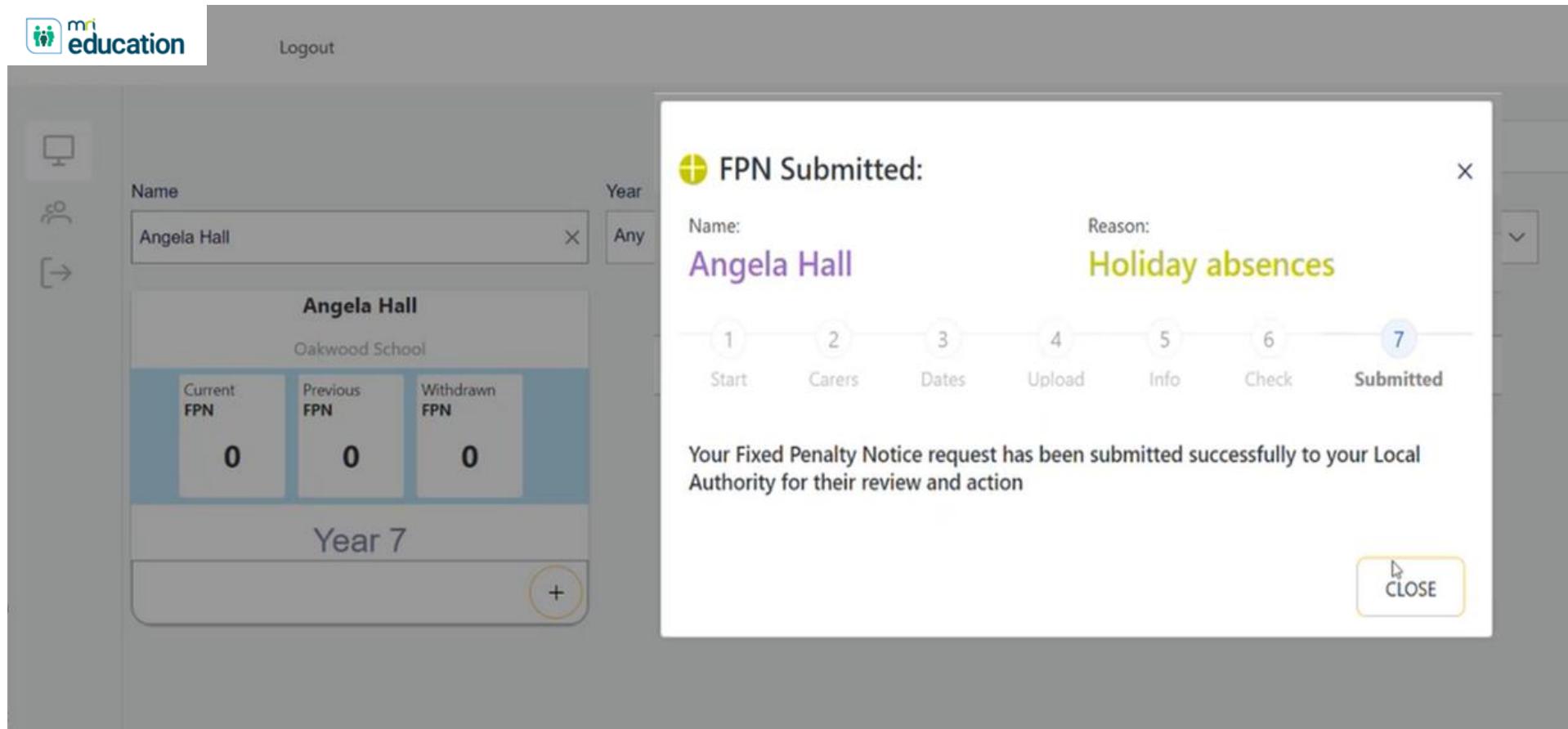
Please notify us as soon as possible via the portal regarding any changes in family circumstances, such as address changes, caring responsibilities etc.

I agree to these terms and conditions

BACK

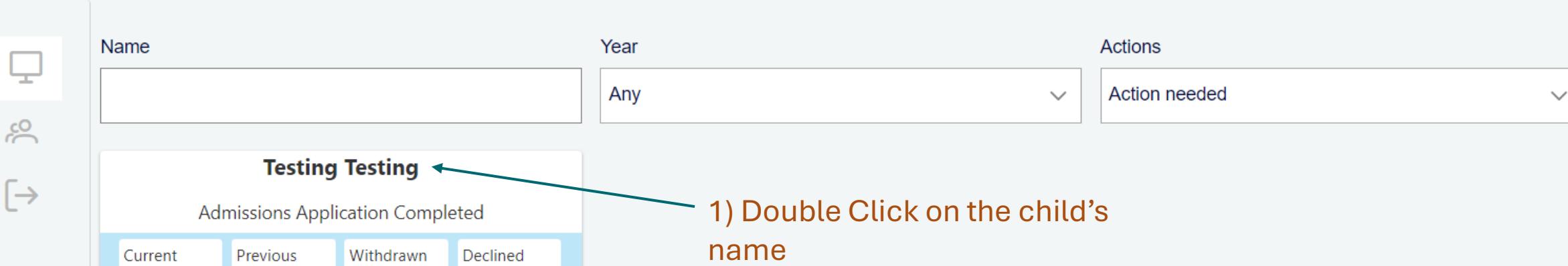
SUBMIT

Click Submit displays a confirmation window



Responding to requests for more information

1) Double Click on the child's name



Name

Year

Actions

Testing Testing

Admissions Application Completed

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1	0	0	0

Year 7

Action needed : 16/09/2024

1) Double Click on the child's name



Current FPN

Reason: **Holiday absences**

Status: **Action needed**

Scroll down, working through requests for information marked in **Blue**

Dates

From:

02/09/2024

To:

13/09/2024



Documents and letters

Stage One.JPG

+ Choose

Click here and search for the document you have been asked to attach

ⓘ Please add attendance certificate for period of absence

Additional Information

Holiday was due to a family wedding

Answer question by typing the answer into this box

Holiday was due to a family wedding

Remaining characters - 4965

ⓘ Was the wedding abroad or did it take place in the UK?

Review FPN

Please review the actions in each section and provide the information requested. Once complete please select the RESUBMIT button

RESUBMIT

REQUEST TO WITHDRAW

Once you have answered the questions and provided the additional information, click on the “Resubmit Button”

Monitoring Progress / Viewing the outcome

1) Every time you log into the system, you will see a list of requests made, together with their current status

2) You can also filter the status of your penalty notice requests to focus on specific penalty notice requests

3) You can also see specific updates and information by double clicking on the child's name...

Name:

Year:

Actions:

Testing Testing			
Admissions Application Completed			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1	0	0	0

Admissions Application Completed			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
0	0	0	0

Admissions Application Completed			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
0	0	0	0

Year 7

Year 2

Year 10

Actions:

- Any
- Action needed
- Review requests to withdraw
- View issued notices
- View submitted requests
- View resubmitted requests
- View withdrawn notices
- View declined requests

Resubmitted : 16/09/2024

City of BRADFORD
METROPOLITAN DISTRICT COUNCIL

Viewing updates on the child's record

Testing Testing

Year 7

Current FPN

Reason: **Holiday absences**

Status: Resubmitted

Parent and Carers

Relationship	Name	Main contact address	Status
Mother	Barbara Testing	Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN	Submitted
Father	Bob Testing	Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN	Submitted

REQUEST TO WITHDRAW

You can request to withdraw a penalty notice at any time by pressing this button. You will be asked for an explanation.

Documents and letters

Attendance Certificate.docx FPN Warning Letter.docx issuefpn_Genny_Hall_20230613111358.pdf issuefpn_John_Hall_20230613111400.pdf

+ Choose

Parent and Carers

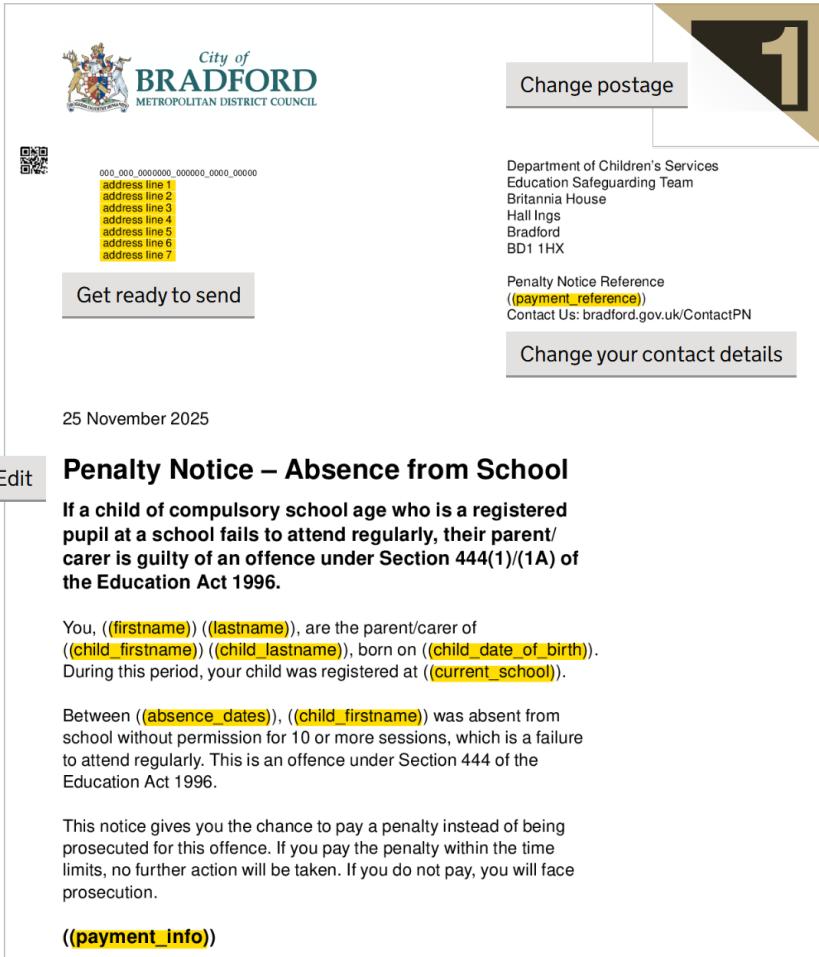
Relationship	Name	Main contact address	Status	Reference
Mother	Genny Hall	46, Bents Close, Clapham, Bedford, MK41 6DZ	Paid	FPN-9466440001-9262000010
Father	John Hall	46, Bents Close, Clapham, Bedford, MK41 6DZ	Issued	FPN-9466440002-9262000011

Match Carers

Understanding how parents/carers pay their penalty notice

The PN Portal automatically generates the PN Notice and sends it the parent(s) via first class post.

This is our current template.



How to pay

You can pay online by debit or credit card:

- 1) Go to www.bradford.gov.uk/pay (or scan the QR code below)
- 2) Select "Pay for your school attendance fine by credit or debit card".
- 3) Choose "School absence after Sept 2024".
- 4) Enter your reference number ((payment_reference)), click "Continue", and follow the instructions to complete your payment.



Important

Penalty notices are issued separately to each parent, for each child. If you receive more than one, you must pay each fine separately.

If you do not pay, you will be prosecuted for not ensuring your child attends school regularly. You could face a fine of up to £2,500 and/or a custodial sentence of up to 3 months if convicted.

A conviction will be recorded on the Police National Computer and could appear in any future DBS (Disclosure and Barring Service) or criminal records checks.

Council Staff at Council Offices are unable to help you. Visit www.bradford.gov.uk/ContactPN to contact the team.

More Information

For more details, including how to pay, when a penalty notice may be withdrawn and how to contact us, visit www.bradford.gov.uk/schoolpenaltynotices.

This notice is issued on behalf of John Leese, Education Safeguarding Service Manager, City of Bradford Metropolitan District Council.

Date of Issue: ((issue_date))

Penalty Notice Reference: ((payment_reference))



Using the QR code or going to
www.Bradford.gov.uk/pay takes you to this page

Payment Online



SPEAK

Business Paying for services Tourism Your Council Report it now

Bradford Council | Paying for services | [I want to pay for](#) | Online payments



Payment for School Absence After Sep 2024

Please enter your reference number

School Absence Fine *

Continue Reset Back

You enter the relevant reference number from the penalty notice, press continue, and you are presented with limited information to ensure you pay the correct notice(s).

School non-attendance fine

- [Pay your school non-attendance fine by debit or credit card](#)

Scroll down the page and find this link



Web payments

You are then taken to this new webpage. Scroll down and make sure you click on the correct School Absence Link (the old one will eventually disappear)

- [Register Office](#)
- [Residential Care Homes](#)
- [School Absence Prior Sep 2024](#)
- [School Absence After Sep 2024](#)
- [Sports Centre Payments/Venue Hire](#)
- [Special Inclusion Project](#)



How does a parent contact our team about a penalty notice?

- Please do not share phone numbers / email addresses for the team.
- All contacts by parents should be made via our online form:

www.Bradford.gov.uk/ContactPN

Upcoming Developments...

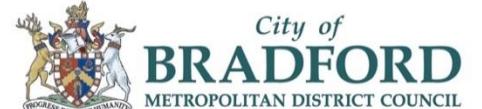
No more Notices to Improve (NTI) for Schools...

- In September 2024 we asked schools to issue NTIs, formerly known as Warning Notices – Thank you for doing so!
- We have been pushing the developers to integrate NTI functionality into the portal since then
- The planned release of this has been pushed back a number of times, but the developers are planning on releasing this in January 2026.
- This will not change the portal experience for users, however you will be able to request PN's for sporadic poor attendance more quickly, removing the need for schools to issue NTIs.
- Further updates will be released to portal users over the next few weeks – So don't do anything differently before then!

Questions Submitted

1. If a child with special educational needs is taken on an extended holiday by their parents and the absence exceeds 40 sessions — due to the child's improved wellbeing and happiness while abroad with immediate family — can the £2,500 fine be reduced or reconsidered?
2. Sometimes families have 2 holidays in space of 6 weeks 2 lots can't be added until 1 is paid.
3. When selecting the salutation of parent, it often jumps to a different one (e.g. Select mother and it picks doctor , is this a known issues?

Questions?



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL



Leave of Absence E-Form

5 Minute Guide

November 2025

Bradford Schools Online (BSO)

- Bradford Schools Online provides a walkthrough on how the E-Form works.
- This includes:
 - How parents submit a request
 - How schools can review a request and approve / reject a request.
- www.Bradford.gov.uk/LOAForm - Link to Form for Parents to use
- <https://bso.bradford.gov.uk/content/education-safeguarding/attendance/leave-of-absence-e-form> - BSO Pages

Schools Process:

- Once parent submits a request, an email is automatically generated and sent to the parent to confirm that a request has been made, and another sent to the school...

First Day of Absence : 29 November 2025

Last Day of Absence : 12 December 2025

Reason for Absence :

Test Trip

The submission may detail other children at other schools, if so, then these schools are also detailed for your information only.

[To approve/reject the submission relevant to your school click here](#)

← This link allows you to review this individual request

[To view all submissions click here](#)

← This link allows you to review all requests submitted and processed for your school
(TIP - save this link as a favourite)

You will be requested to enter your 4 digit school number to view the submission

THIS AN UNMONITORED EMAIL DO NOT REPLY DIRECT TO THIS EMAIL ADDRESS

The links in this form are for School administration and should not be shared or forwarded to individuals not authorised to view this data.

This 4 digit number is the last 4 digits of your School
URN i.e. 380/**9999**



Reviewing the individual request

John Test

Term-Time Child/Children Absence Request Form Reference SA25112025-915281

[View All](#)

[Print](#)

You can print/save from the pdf screen using the 3 dots on the pdf page.

Absence Information

Absence Reason : Family Holiday - Visiting Lapland to see Santa Claus
First Date Of Absence : 8 December 2025
Last Date Of Absence : 19 December 2025
Destination : Lapland - North Pole
Submission Date : 25/11/2025

Parent/Carer and Child Information

Child

First Name : Penfold
Last Name : Mole
DOB : 25 November 2018
Resides at : MARGARET MCMILLAN TOWER , PRINCES WAY, BRADFORD, BD1 1NN
Year Group : Year 2
School : John Test

Parent/Carer(s)

First Name : Danger Lead
Last Name : Mouse
DOB : 1 November 1998
Address : MARGARET MCMILLAN TOWER , PRINCES WAY, BRADFORD, BD1 1NN
Telephone : 01234456789
Email Address : attendance@bradford.gov.uk
Parent Travelling Yes

[Approve](#)

Emails will be sent to -
attendance@bradford.gov.uk

[Reject](#)

This is the detail provided by the parent when submitting their request for a LOA for their child. You can then decide whether to approve or reject the request.

NB – Where a family submits a request for children that attend more than one school, the other child details are viewable too, and whether the request was approved/rejected/not yet actioned.



Related other school submissions (if applicable)

Displaying 1...1 of 1 records

First Name	Last Name	School	Year Group	Approved/Rejected	Date	Notes
Sally	Tester-Child		Year 10			

Rejecting the request

John Test

Term-Time Child/Children Absence Request Form Reference SA25112025-915281

Send email to reject request

If you would like to add additional notes to the email enter them below:

Rejection Reason

A family holiday to Lapland is considered to be a leave of absence due to leisure purposes, which the government does not allow us to authorise. |

Send Email

You are prompted to provide a reason why the request is rejected.

IMPORTANT!

Whatever you write here will be shared with the parent via the rejection email they will receive once you press “Send Email”.

You can also change your mind and return to the previous screen by clicking “Cancel” (Not visible here)

Your recent request for Term-Time Absence for Penfold Mole

AR

auto-responder@bradford.gov.uk
To Attendance
Cc John Leese

  Reply  Reply All  Forward   ...
Tue 25/11/2025 14:26

Thank you for your recent request for leave during term time for :

Penfold Mole

Reference : **SA25112025-915281**

Date : 25/11/25 02:25:44

Child Address: MARGARET MCMILLAN TOWER , PRINCES WAY, BRADFORD, BD1 1NN

From **8 December 2025** to **19 December 2025**

For the purpose of :

Family Holiday - Visiting Lapland to see Santa Claus

Unfortunately, we cannot approve this request.

A family holiday to Lapland is considered to be a leave of absence due to leisure purposes, which the government does not allow us to authorise.

While we understand the importance of family time, our priority is your child's education. We carefully consider each request, including the reasons for the leave, your child's attendance and progress, and how time away from school might affect their learning.

If you choose to take the leave, it will be recorded as unauthorised. This means we will refer the absence to Bradford Council, who may issue a Penalty Notice. The fine is £160 per parent, per child. If paid within 21 days, the fine is reduced to £80. For a second unauthorised absence, the full £160 must be paid within 28 days.

If the absence is longer than 20 school days, or if your child has already had more than two periods of leave in the last 3 years, Bradford Council may take further legal action, which could include going to court.

If you would like to talk about this, please contact the school to arrange a meeting.

Yours sincerely,

Acting Head of School

John Leese

_John Test

Rejecting the request...

Parent receives an email confirming that their request has been rejected.

IMPORTANT:

You will receive a copy of this email. Please keep it for your records, and remember to attach a copy should you need to request a Penalty Notice.

This is the text you entered previously.



Downloading a copy of the Request Form

- You will need to download a copy of the parent's LOA request form should you decide that it is appropriate to request a penalty notice.
- To do this, you will need to use your “View All Submissions” link (that one we suggested you should save as a favourite).
- You should then see a list of requests that are either “Awaiting Approval”, “Approved” or “Rejected”. By each request is a “Print” Button – Click “Print” for the request you wish to download.
- A pop up will appear, with the form displayed, you can save from here.

Awaiting Approval						
The details should have appeared in a new browser window ready to print. If you cannot see the window it may be that you have a pop-up blocker active, try again but hold down the Ctrl button on your keyboard.						
You can print/save from the pdf screen using the 3 dots on the pdf page.						
Reference	Submission	Childs First Name	Childs Last Name	Absence from	Absence to	
Approved						
Reference	Submission	Childs First Name	Childs Last Name	Absence from	Absence to	
View	Print	SA27102025-966220	27/10/2025	Suzy	Tester	1 December 2025
						5 December 2025
Rejected						
Reference	Submission	Childs First Name	Childs Last Name	Absence from	Absence to	
View	Print	SA29102025-663061	29/10/2025	Kelly	Tester	2 December 2025
						10 December 2022
View	Print	SA07112025-751313	07/11/2025	Tilly	Tester	29 November 2025
						12 December 2022
View	Print	SA25112025-915281	25/11/2025	Penfold	Mole	8 December 2025
						19 December 2022

PDFPrint - Work - Microsoft Edge

Not secure patel.bradford.gov.uk:3035/ufs/PDFPrint?ebz=2_1764081053937

John Test

Term-Time Child/Children Absence Request Form

Reference SA25112025-915281

Absence Information

Absence Reason :	Family Holiday - Visiting Lapland to see Santa Claus
First Date Of Absence :	8 December 2025
Last Date Of Absence :	19 December 2025
Destination :	Lapland - North Pole
Submission Date :	25/11/2025

Parent/Carer and Child Information

Child	Parent/Carer(s)
First Name : Penfold Last Name : Mole DOB : 25 November 2018 Resides at : MARGARET MCMLLAN TOWER, , PRINCES WAY, BRADFORD, BD1 1NN Year Group : Year 2 School : John Test	First Name : Danger Lead Last Name : Mouse DOB : 1 November 1998 Address : MARGARET MCMLLAN TOWER, PRINCES WAY, BRADFORD, BD1 1NN Telephone : 0123456789 Email Address : attendance@bradford.gov.uk Parent Travelling Yes

Approved/Rejected Date

Rejected	25/11/2025 02:25:44	Rejection notes (if applicable) A family holiday to Lapland is considered to be a leave of absence due to leisure purposes, which the government does not allow us to authorise.
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[Resend email](#)

Questions Submitted

1. Can we still use paper forms for parents to apply for request of leave as our parents will struggle to do it online?
2. Parents are only adding one parent - how do we or can we add a second? If they only list one parent only one gets a FPN as we haven't notified the other in the reply of the decline?
3. If a parent doesn't fill in the online request but takes a child out of school for a holiday what can a school do?