



FPN Portal Guide

Guidance for MRI Education Customers



mri
education

Copyright

© 2025 MRI Software LLC - All Rights Reserved. It is confidential and commercially sensitive and must not be distributed in any form without prior permission of a manager from MRI Software. If you do not have authorisation to receive this document, please return it to the author as soon as possible.

Contents

Contents	3
Revision History.....	4
FPN Portal Guide	5
Searching and Filtering	6
Student Card and Details	9
Adding a New FPN Request.....	10
Reviewing Requests.....	15
Potential Prosecution (England Only).....	17
Editing Requests.....	18
Request Information	19
Decline Request.....	21
Withdraw Request Before Issue	23
Proceed to Prosecution.....	24
Promote Offence (England Only).....	25
Match Carers	26
Issue Notice.....	28
Withdraw Notice After Issue	30
Request to Withdraw	31
Create Payment File.....	33
Update Payments.....	34
Unpaid Fines	36

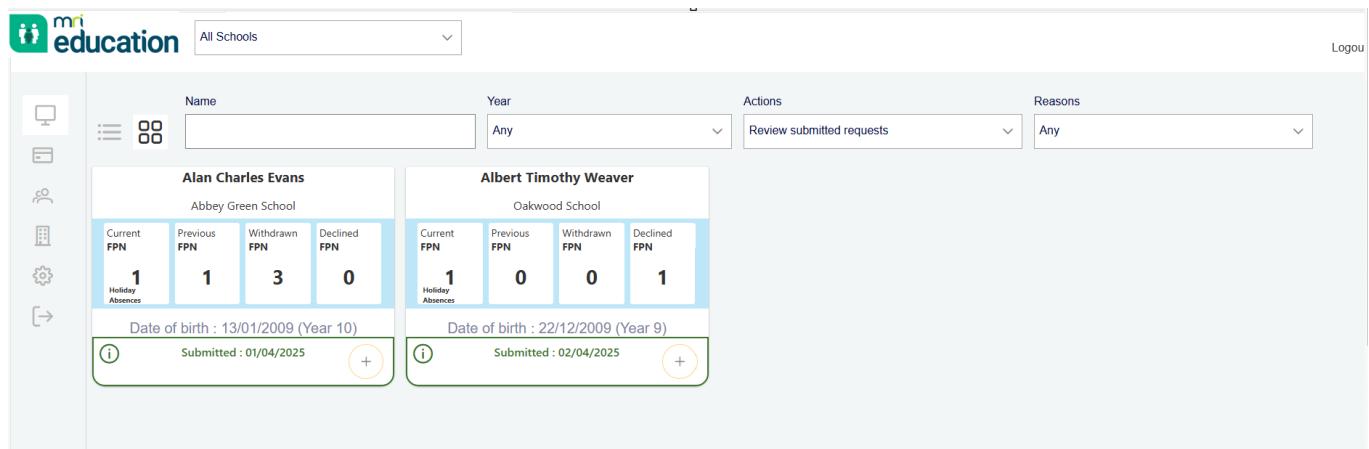
Revision History

Release	Description	CC/UR

FPN Portal Guide

This document describes the functionality for school users and local authorities within the Fixed Penalty Notices portal.

Searching and Filtering



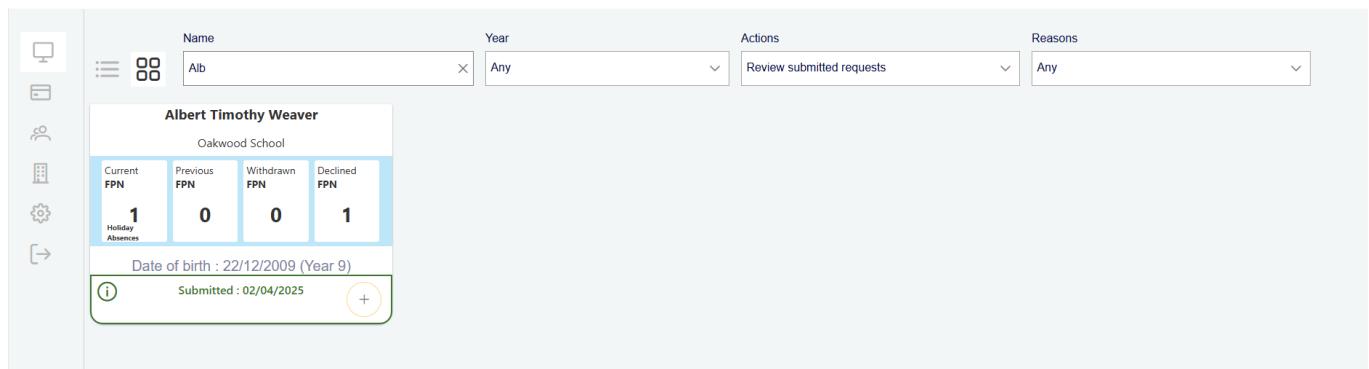
The portal provides the ability to search by first and last name of a student.

Search results for Alan Charles Evans and Albert Timothy Weaver are displayed. Both students are from Oakwood School. The search filters are set to 'All Schools' and 'Any' year.

Student	School	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
Alan Charles Evans	Abbey Green School	1	1	3	0
Albert Timothy Weaver	Oakwood School	1	0	0	1

Both students have a current FPN of 1. The first student has 1 previous FPN and 3 withdrawn FPNs. The second student has 0 previous FPNs and 0 withdrawn FPNs.

The portal provides the ability to search by first and last name of a student.



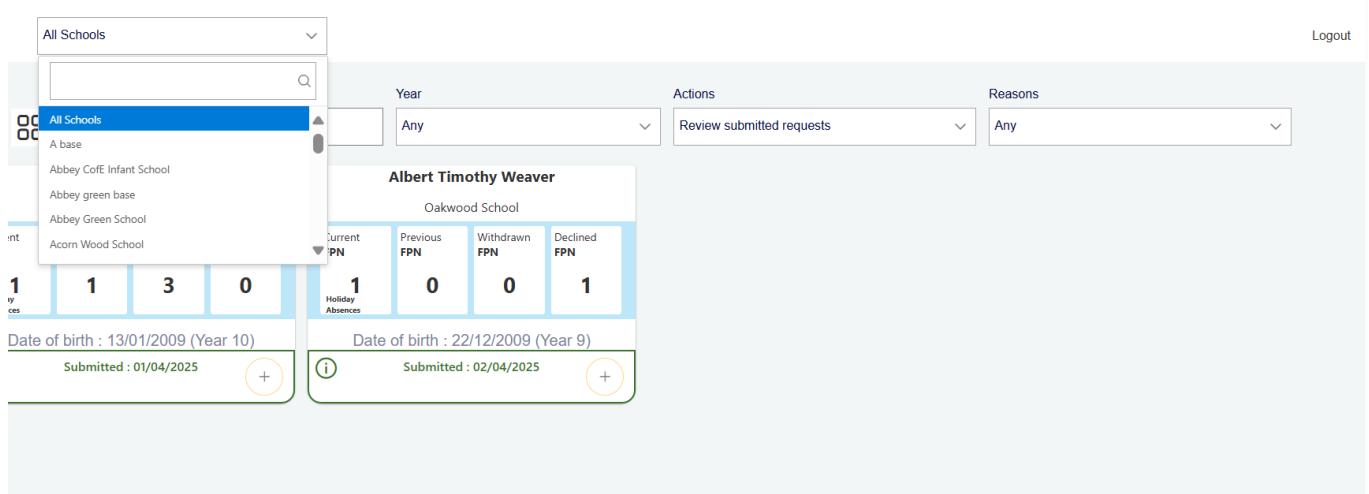
Search results for Albert Timothy Weaver are displayed. The search filters are set to 'All Schools' and 'Any' year.

Student	School	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
Albert Timothy Weaver	Oakwood School	1	0	0	1

The student has a current FPN of 1. The search results are identical to the previous screenshot, despite the different school filter.

There are several filters available to both local authority and school staff.

School filter – allows users to filter based on schools they have been granted permission to. A local authority user will be able to see all schools at your local authority. Whereby a school may have access to one or a few schools.



The school filter dropdown menu is open, showing 'All Schools' as the selected option. Other options include 'A base', 'Abbey CofE Infant School', 'Abbey green base', 'Abbey Green School', and 'Acorn Wood School'. The search results for Albert Timothy Weaver are displayed, showing the same data as the previous screenshots.

Student	School	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
Albert Timothy Weaver	Oakwood School	1	0	0	1

Year filter – allows users to filter the list of students based on year groups between 0 and 16.

Name:

Year:

Actions:

Reasons:

Kevin Mark Garcia
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	3	0	0

Date of birth : 06/05/2009 (Year 10)

(i) Potential Prosecution : 16/09/2024 +

Year:

Actions:

Aaron Alan Perry
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	0

Date of birth : 18/07/2012 (Year 7)

⚠️ Unpaid : 08/10/2024 +

Actions:

Michael Thomas Johnston
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	1	1	0

Date of birth : 16/05/2009 (Year 10)

⚠️ Unpaid : 02/11/2024 +

Year:

Actions:

Aaron Roger Hughes
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	1	0

Date of birth : 28/09/2008 (Year 10)

⚠️ Unpaid : 08/11/2024 +

Actions:

Alan Clarence Chapman
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	0

Date of birth : 11/10/2013 (Year 5)

⚠️ Unpaid : 22/11/2024 +

Year:

Actions:

Aaron Roger Brown
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	0

Date of birth : 23/12/2013 (Year 5)

⚠️ Unpaid : 28/11/2024 +

Actions:

Aaron Jamarion Scutchings
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	0

Date of birth : 30/06/2016 (Year 3)

⚠️ Unpaid : 18/01/2025 +

Year:

Actions:

Arbaaz Arabella Shaukat
Oakwood School

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

Date of birth : 03/01/2016 (Year 3)

+

Actions:

Dana Shahnaz Bea
Oakwood School

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

Date of birth : 09/04/2016 (Year 3)

+

Year:

Actions:

Daoud Salih Ehret
Oakwood School

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

Date of birth : 09/01/2016 (Year 3)

+

Actions:

Jody Francesca Jee
Oakwood School

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

Date of birth : 18/01/2016 (Year 3)

+

Year:

Actions:

Mariella Reece Benton
Oakwood School

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

Date of birth : 30/07/2016 (Year 3)

+

Actions:

Actions filter – allows users to filter the list of students based on the current (or previous) status of their FPN:

- Review submitted requests
- Action needed
- Review resubmitted requests
- Review requests to withdraw
- Review unpaid fines
- View issued notices
- View withdrawn notices
- View declined requests
- Review potential prosecutions
- View proceeded to prosecution
- View paid notices
- View partially paid

Reasons filter – allows users to filter the list of students based on the reason for the request.

mri

© MRI Software LLC - All Rights Reserved. - 7 -

Icon Buttons
Name
Year
Actions
Reasons

Icon Buttons
Year 3
Any
Any

Aaron Jamarion Scutchings
Oakwood School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 <small>Holiday Absences</small>	0	0	0

Date of birth : 30/06/2016 (Year 3)

⚠️ Unpaid : 18/01/2025 +

Arbaaz Arabella Shaukat
Oakwood School

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

Date of birth : 03/01/2016 (Year 3)

+

Dana Shahnaz Bea
Oakwood School

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

Date of birth : 09/04/2016 (Year 3)

+

Icon Buttons
Reasons

Any
Combination

Holiday Absences
Persistently Late

Unauthorised Absences
0
0
0
0

Jody Francesca Jee
Oakwood School

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

Date of birth : 18/01/2016 (Year 3)

+

Mariella Reece Benton
Oakwood School

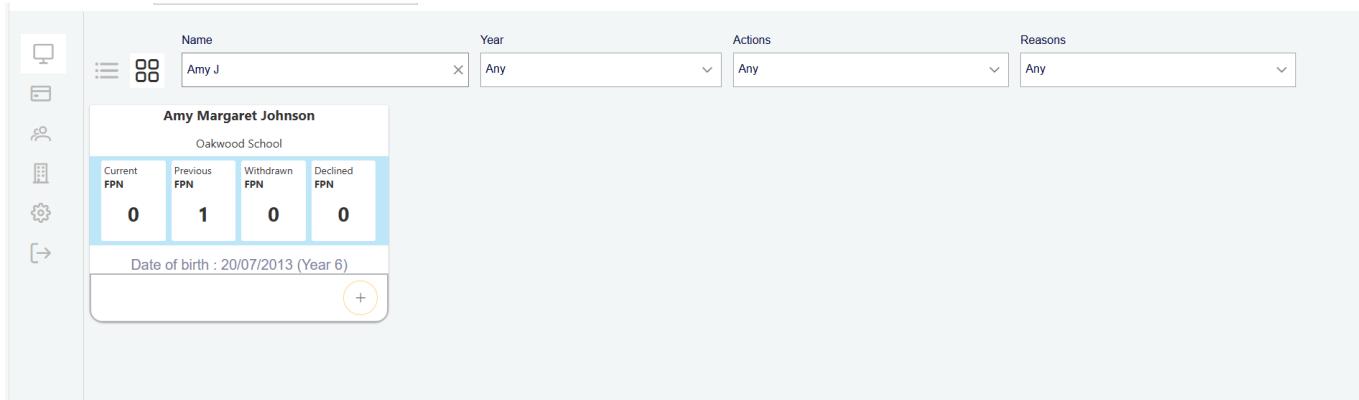
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
0	0	0	0

Date of birth : 30/07/2016 (Year 3)

+

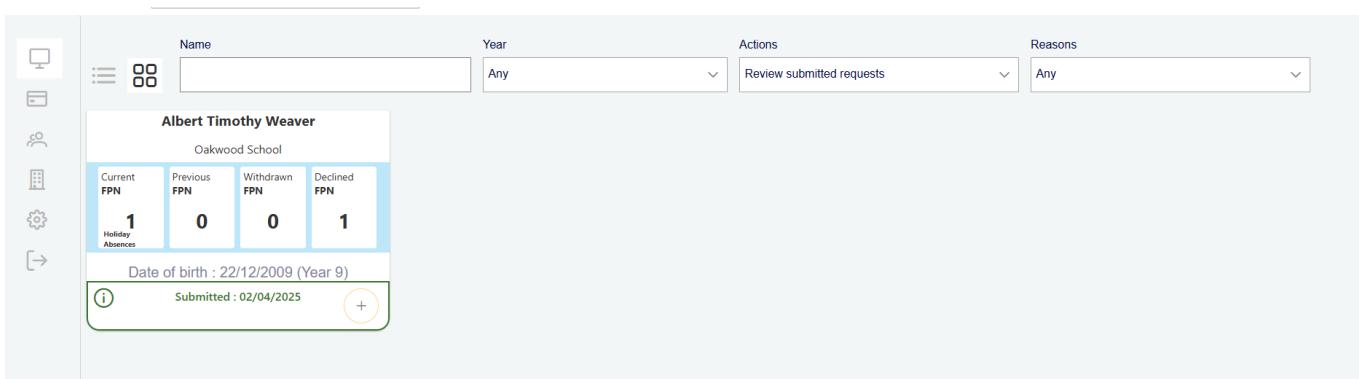
Student Card and Details

Each student is displayed in a card view. The card view displays how many current, previous, withdrawn or declined FPNs they have had since using the FPN portal.



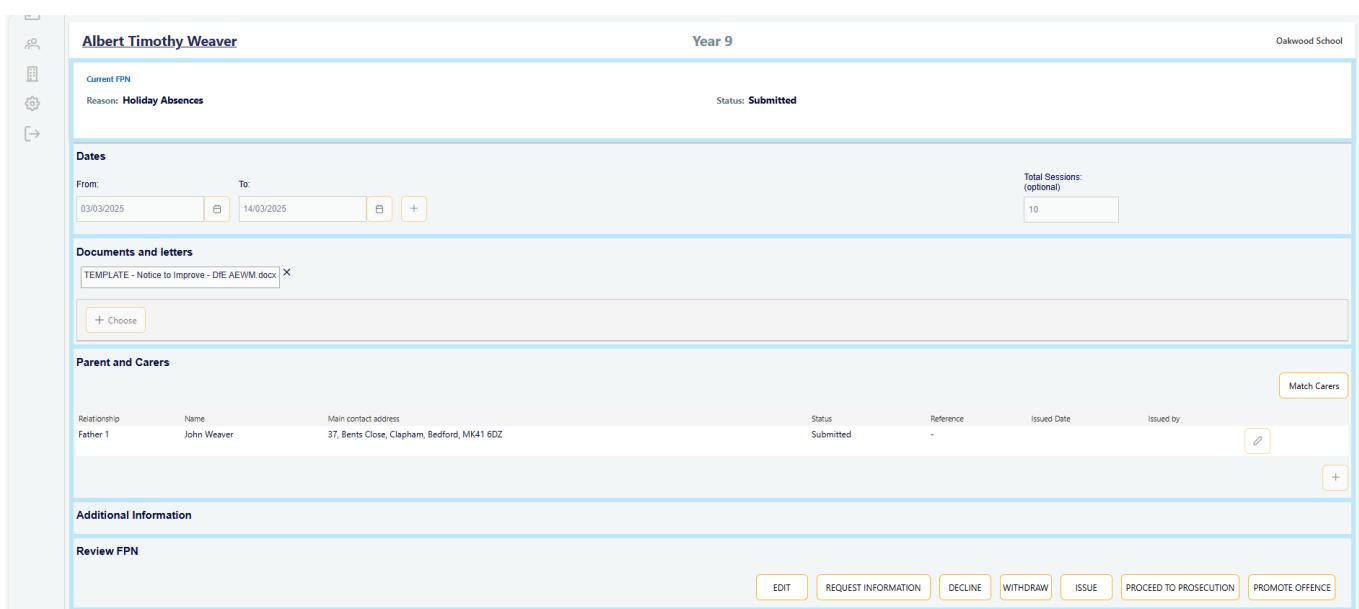
The screenshot shows a search interface with filters for Name (Amy J), Year (Any), Actions (Any), and Reasons (Any). Below the filters, a card for 'Amy Margaret Johnson' is displayed. The card shows her name, Oakwood School, and a summary of FPN counts: Current FPN (0), Previous FPN (1), Withdrawn FPN (0), and Declined FPN (0). It also shows her date of birth: 20/07/2013 (Year 6). A plus sign button is at the bottom right of the card.

If the FPN is current the card will show the reason for the request with status and date. The date is when that status occurred.



The screenshot shows a search interface with filters for Name (empty), Year (Any), Actions (Review submitted requests), and Reasons (Any). Below the filters, a card for 'Albert Timothy Weaver' is displayed. The card shows his name, Oakwood School, and a summary of FPN counts: Current FPN (1, labeled 'Holiday Absences'), Previous FPN (0), Withdrawn FPN (0), and Declined FPN (1). It also shows his date of birth: 22/12/2009 (Year 9). A plus sign button is at the bottom right of the card. Below the card, a message indicates the request was submitted on 02/04/2025.

Clicking on the card opens the record in a detailed view.



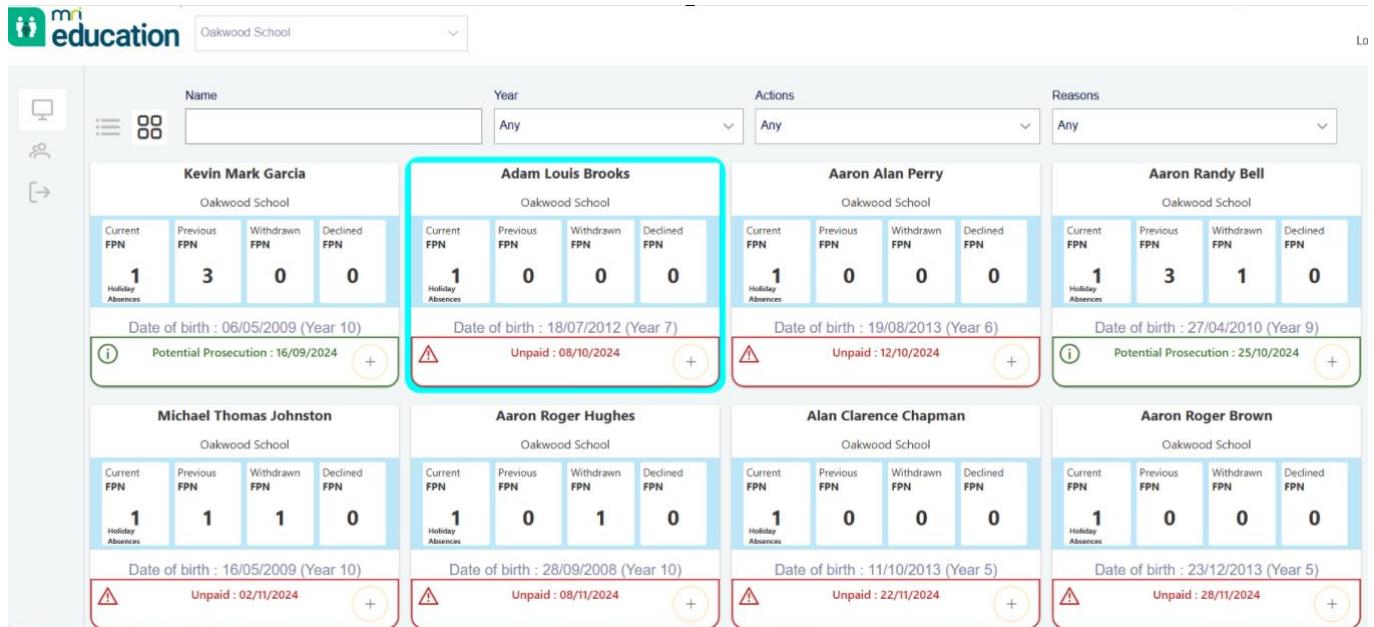
The screenshot shows the detailed view for 'Albert Timothy Weaver' (Year 9, Oakwood School). The top section displays the student's name, year, and school. Below this, the 'Current FPN' section shows 'Reason: Holiday Absences' and 'Status: Submitted'. The 'Dates' section shows a date range from 03/03/2025 to 14/03/2025 with a total of 10 sessions. The 'Documents and letters' section lists a template document: 'TEMPLATE - Notice to Improve - DfE AEW.docx'. The 'Parent and Carers' section shows a relationship to 'Father 1' (John Weaver, address: 37, Bents Close, Clapham, Bedford, MK41 6DZ) with a status of 'Submitted'. The 'Additional Information' and 'Review FPN' sections are also visible at the bottom.

Adding a New FPN Request

Both Local Authority and Schools can create a new FPN request.

Select the school the FPN request is from.

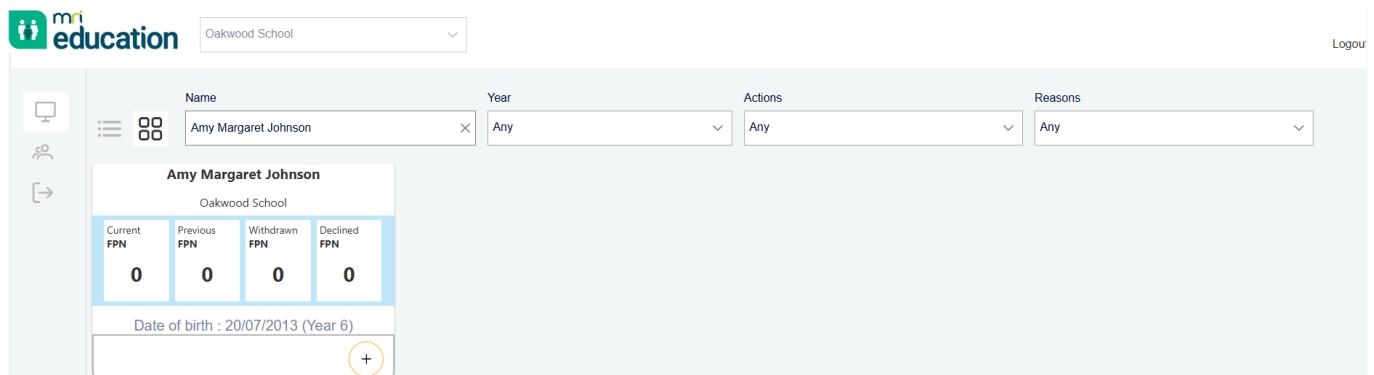
Local Authority Users will have access to all schools. School Users will only see their school(s).



The screenshot shows a list of students from Oakwood School. Each student card includes their name, date of birth, and FPN history. The student 'Adam Louis Brooks' is highlighted with a red box, and a plus sign icon is visible in the bottom right corner of his card, indicating it can be selected to start a new request.

Name	Year	Actions	Reasons
Kevin Mark Garcia	Any	Any	Any
Adam Louis Brooks	Any	Any	Any
Aaron Alan Perry	Any	Any	Any
Aaron Randy Bell	Any	Any	Any
Michael Thomas Johnston	Any	Any	Any
Aaron Roger Hughes	Any	Any	Any
Alan Clarence Chapman	Any	Any	Any
Aaron Roger Brown	Any	Any	Any

Search for the student the FPN request is for and click on the card once. This will enable the plus button in the bottom right of the card.



The screenshot shows a search result for 'Amy Margaret Johnson' from Oakwood School. The plus sign icon in the bottom right corner of her card is highlighted with a red box, indicating it can be selected to start a new request.

Click on the "Start new request" icon in the bottom right of the card.

Amy Margaret Johnson
Oakwood School

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

Date of birth: 20/07/2013 (Year 6)

Reason: Please select

START

Select a reason for the request.

The list of reasons might be different to the ones shown in the screenshot (this is down to configuration by your Local Authority).

Amy Margaret Johnson
Oakwood School

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

Date of birth: 20/07/2013 (Year 6)

Reason: Please select

Combination
Holiday Absences
Persistently Late
Unauthorised Absences

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

Name: Amy Margaret Johnson
Year: Any

Amy Margaret Johnson
Oakwood School

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

Date of birth: 20/07/2013 (Year 6)

Enter parents and carers for:

Name: Amy Johnson Reason: Holiday Absences

Relationship: Please select

First Name: First Name

Last Name: Last Name

Contact address: Enter full postcode

Find

BACK

NEXT

Enter the full postcode (with a space e.g. MK41 6DZ) and click Find. Select the address from the dropdown list.

Enter parents and carers for:

Name: Amy Johnson

Reason: Holiday Absences

Relationship: Step Mother

First Name: Debs

Last Name: Brown

Contact address: MK41 6DZ

Address: 9, Bents Close, Clapham, Bedford, MK41 6DZ

BACK NEXT

If no addresses are found for the postcode you search by you can enter a new address.

Enter parents and carers for:

Name: Amy Johnson

Reason: Holiday Absences

Contact address: MK41 6DA

No addresses found. Please add the address below or search again

House number

House name

Building name

Street name

District or village

Town

County

BACK NEXT

If the postcode search returns a list of addresses but the parents address is not displayed, please contact your local authority to get this added.

Enter parents and carers for:

Name: Amy Johnson

Reason: Holiday Absences

Relationship: Step Mother

Name: Debs Brown

Main contact address: 37, Bents Close, Clapham, Bedford, MK41 6DZ

Include?

BACK NEXT

Click Next to take you to Dates step – add one or more dates or date ranges. This step will also allow you to optionally record the total number of sessions the absence period(s) equates to e.g. 10 sessions.

Name: Amy Margaret Johnson

Reason: Holiday Absences

From: 17/02/2025

To: 21/02/2025

Total Sessions: (optional) 10

BACK NEXT

Click Next to take you to Evidence step – select one or more files – the text at the top is what is defined by the Local Authority in Configuration – Evidence.

Name: Amy Johnson

Reason: Holiday Absences

Supporting documents for holiday absences

- Attendance certificate
- Warning letters to parents

+ Choose

Warning letter.docx 11.691 KB

Absence_3term.pdf 367.825 KB

BACK NEXT

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

Name: Amy Johnson

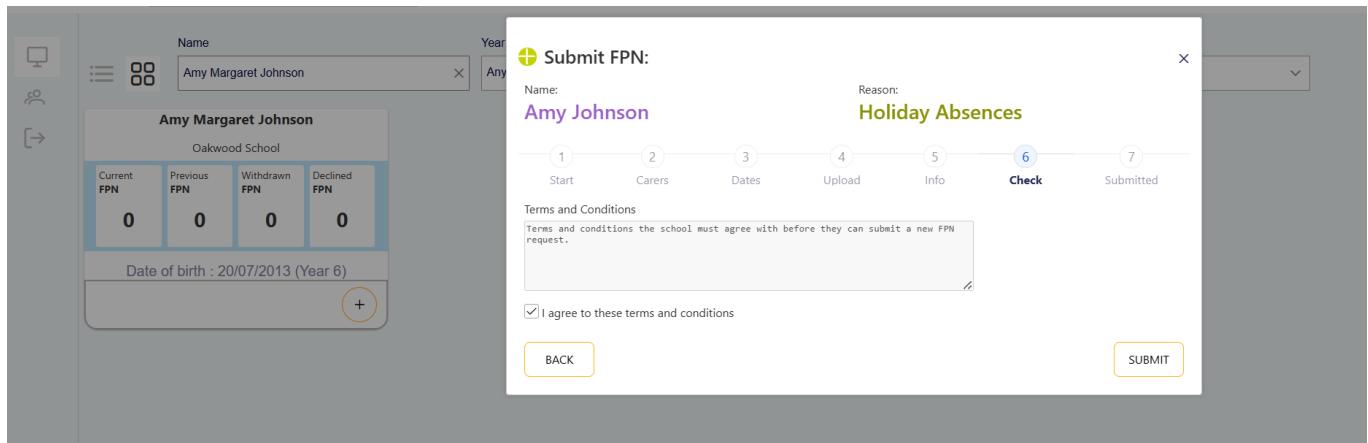
Reason: Holiday Absences

Additional Information: This text is to support your FPN request....

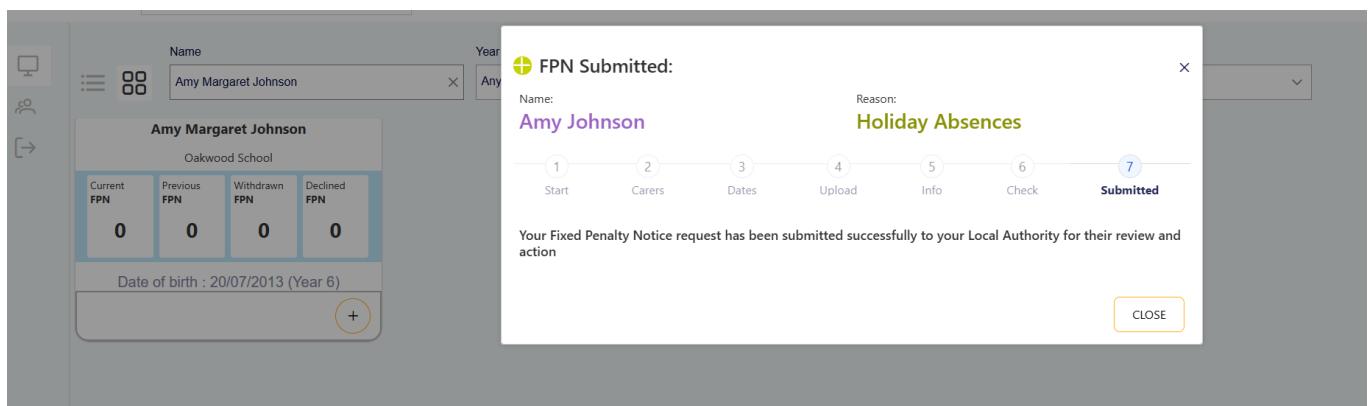
Remaining characters - 4956

BACK NEXT

Click Next to take you to Submission next – you must agree to the Terms & Conditions to click Submit – the text is what is defined by the LA in Configuration (Terms and Conditions).



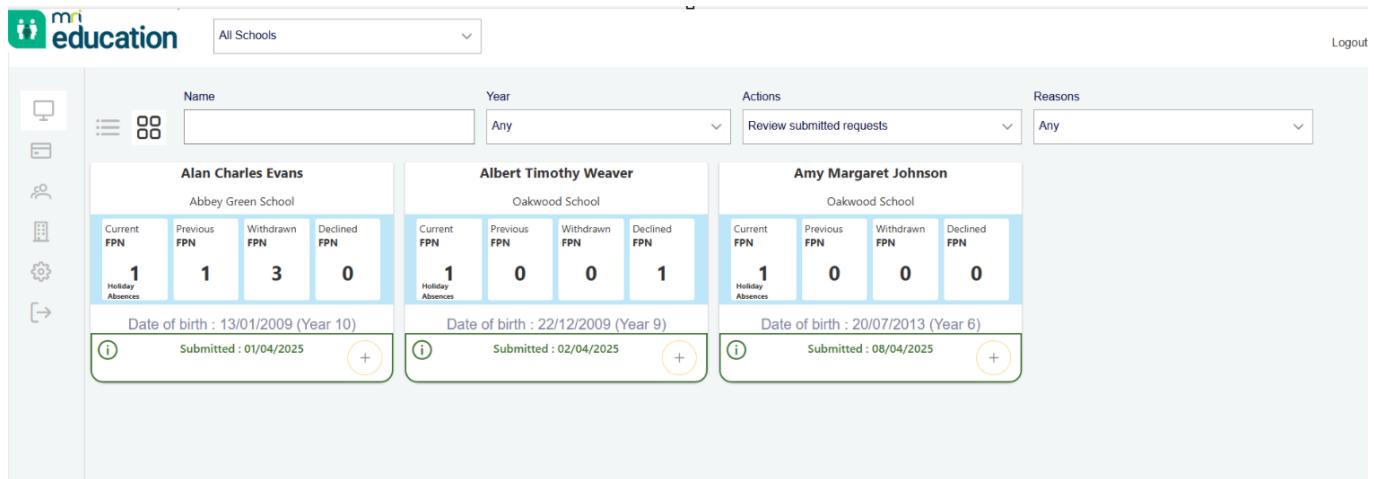
Click Submit displays a confirmation window.



Reviewing Requests

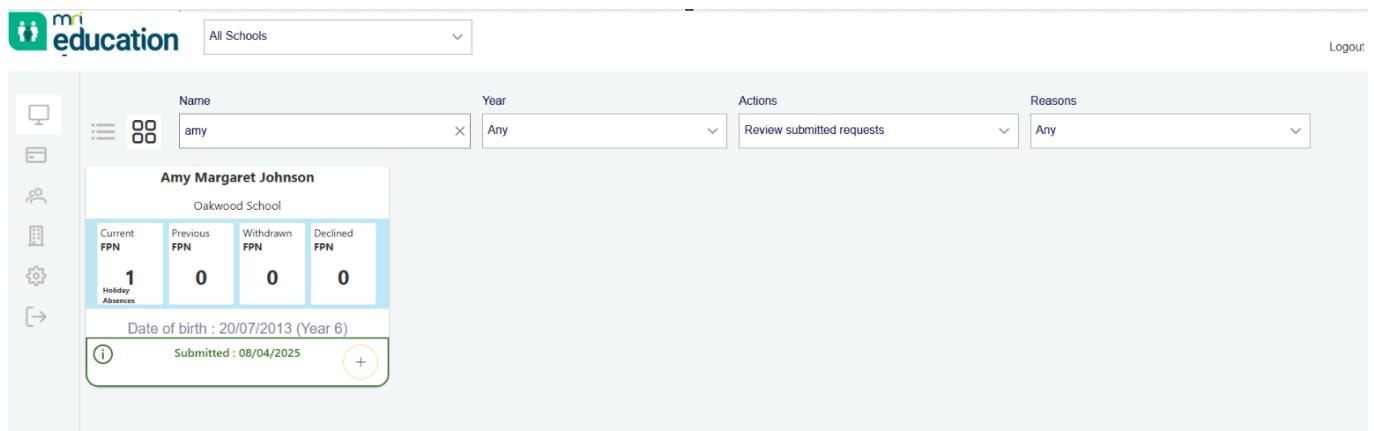
As a Local Authority you can now see all Submitted requests across All Schools.

Select All Schools in the school dropdown and Review submitted requests in the Actions dropdown.



Name	Year	Actions	Reasons
Alan Charles Evans Abbey Green School	Any	Review submitted requests	Any
Albert Timothy Weaver Oakwood School	Any	Review submitted requests	Any
Amy Margaret Johnson Oakwood School	Any	Review submitted requests	Any

You can use the name search to find a specific request.



Name	Year	Actions	Reasons
amy	Any	Review submitted requests	Any

Click on the card to open the details of the request. You can download a document by clicking on it to view the evidence provided.

   
Amy Margaret Johnson
Year 6
Oakwood School

Current FPN
 Reason: **Holiday Absences** Status: **Submitted**

Dates
 From: To: + -
 Total Sessions: (optional)

Documents and letters

[Warning letter.docx](#) 
[Absence_3term.pdf](#) 

+
Choose

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Submitted	-		 

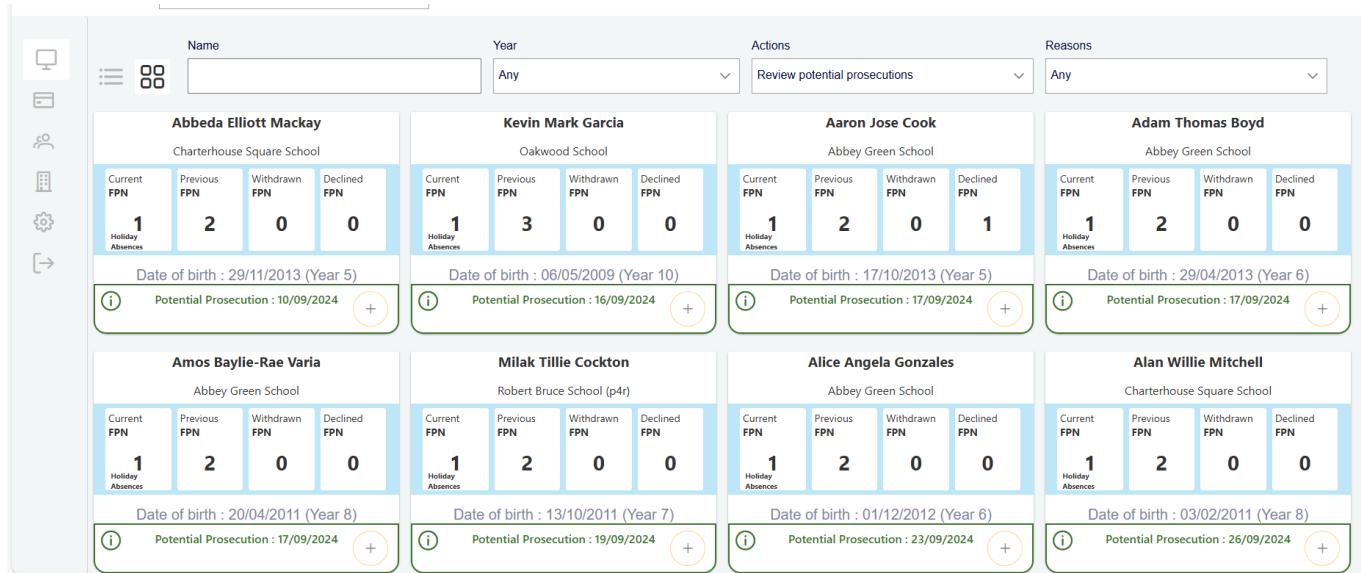
Additional Information
 This text is to support your FPN request.....

Review FPN

EDIT
REQUEST INFORMATION
DECLINE
WITHDRAW
ISSUE
PROCEED TO PROSECUTION
PROMOTE OFFENCE

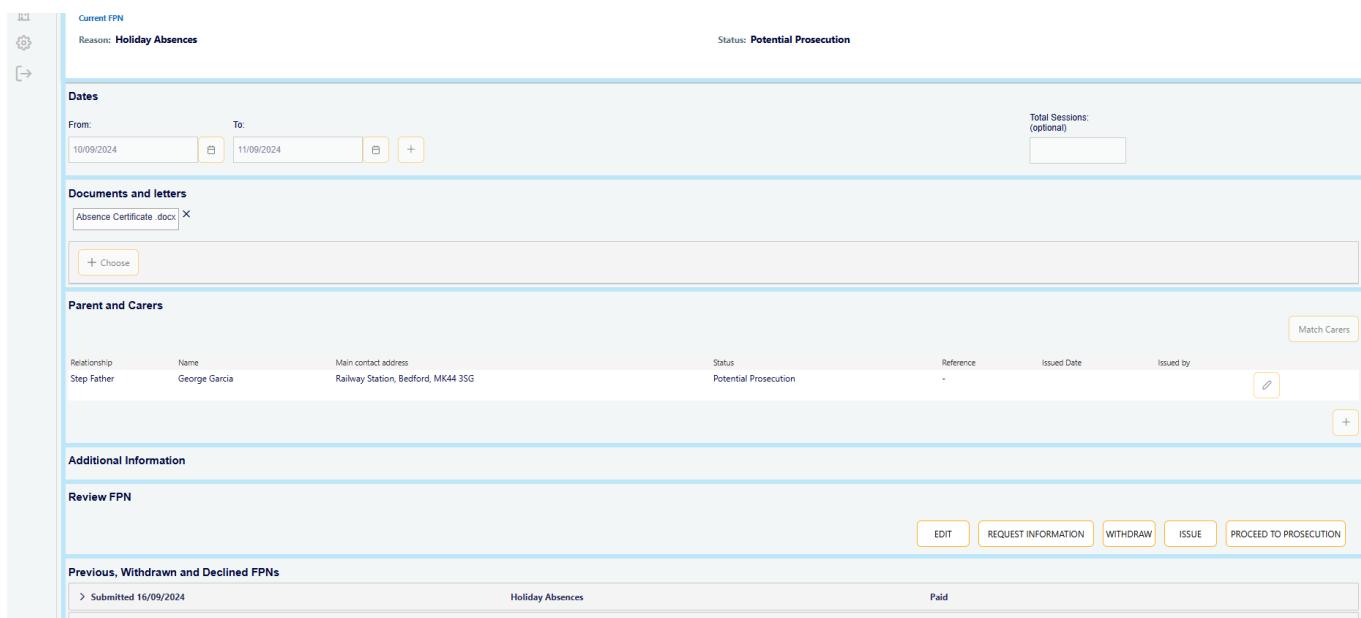
Potential Prosecution (England Only)

If the request is for a parent and student combination with at least two previous offences since mid-August 2024, the request will default to a status of Potential Prosecution. The local authority can see these requests by selecting Review potential prosecution in the actions filter.



Name	Year	Actions	Reasons
Abbeda Elliott Mackay Charterhouse Square School	Any	Review potential prosecutions	Any
Kevin Mark Garcia Oakwood School	Any		
Aaron Jose Cook Abbey Green School	Any		
Adam Thomas Boyd Abbey Green School	Any		
Amos Baylie-Rae Varia Abbey Green School	Any		
Milak Tillie Cockton Robert Bruce School (p4r)	Any		
Alice Angela Gonzales Abbey Green School	Any		
Alan Willie Mitchell Charterhouse Square School	Any		

Select a record to view the details. Parents with the status Potential Prosecution cannot have a letter issued to them. Local authorities can review and either Withdraw or Proceed to Prosecution.



Current FPN
Reason: Holiday Absences

Status: Potential Prosecution

Dates

From: 10/09/2024 To: 11/09/2024 Total Sessions: (optional)

Documents and letters

Absence Certificate.docx

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Father	George Garcia	Railway Station, Bedford, MK44 3SG	Potential Prosecution	-		

Additional Information

Review FPN

Previous, Withdrawn and Declined FPNs

Submitted	Type	Status
16/09/2024	Holiday Absences	Paid

Editing Requests

Click on the Edit button to make any changes e.g. correcting spelling errors etc. Once changes have been made click on the Save button.

Dates

From: 17/02/2025 To: 21/02/2025 Total Sessions: (optional) 10

Documents and letters

Warning letter.docx Absence_3term.pdf

+ Choose

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Submitted	-		

Match Carers

Additional Information

This text is to support your FPN request....

This text is to support your FPN request....

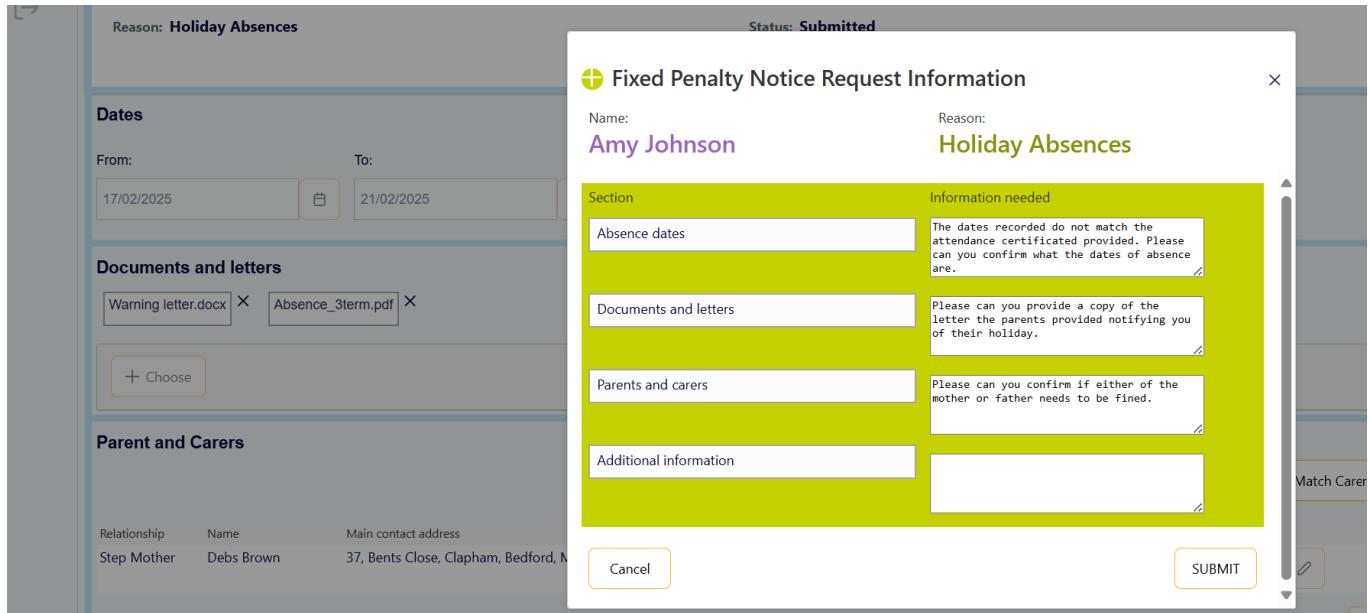
Remaining characters - 4956

Review FPN

SAVE REQUEST INFORMATION DECLINE WITHDRAW ISSUE PROCEED TO PROSECUTION PROMOTE OFFENCE

Request Information

Click on the Request Information button if you spot something that the school needs to correct or send you. Add information in the appropriate section and click Submit.



Reason: Holiday Absences

Status: Submitted

Fixed Penalty Notice Request Information

Name: Amy Johnson Reason: Holiday Absences

Dates

From: 17/02/2025 To: 21/02/2025

Documents and letters

Warning letter.docx Absence_3term.pdf

Parent and Carers

Relationship Name Main contact address
Step Mother Debs Brown 37, Bents Close, Clapham, Bedford, N

Section

Information needed

Absence dates
The dates recorded do not match the attendance certificated provided. Please can you confirm what the dates of absence are.

Documents and letters
Please can you provide a copy of the letter the parents provided notifying you of their holiday.

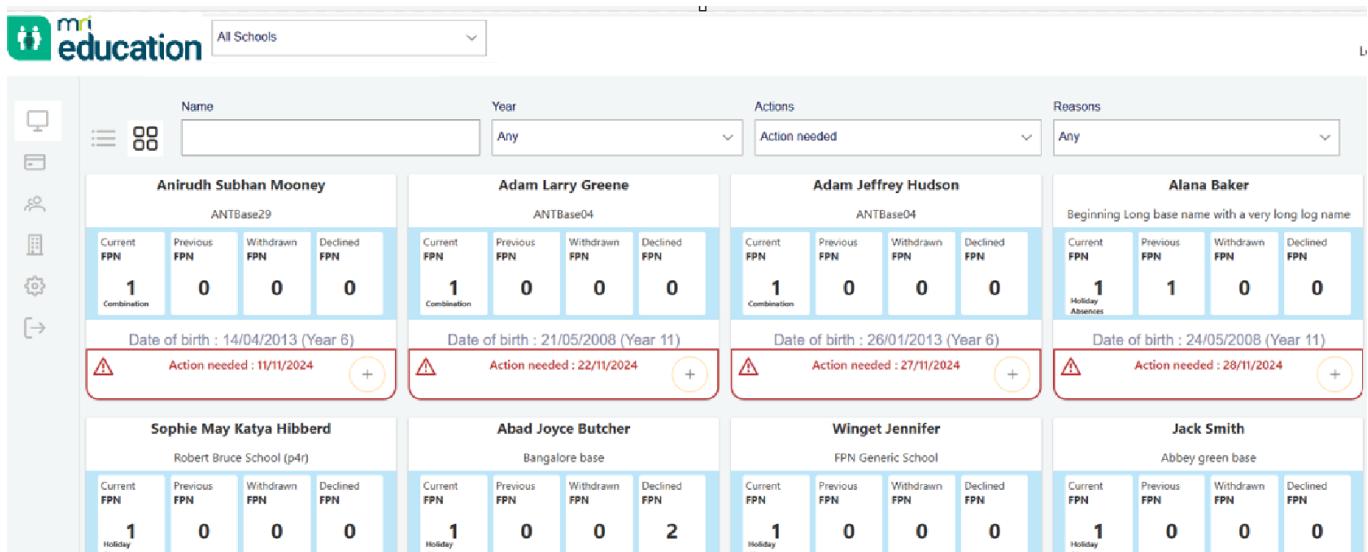
Parents and carers
Please can you confirm if either of the mother or father needs to be fined.

Additional information

Cancel SUBMIT

Clicking Submit will send the school an email. Next time they log into the portal they will see which items need action.

To find which notices need to be actioned, select the **Action needed** in the Actions dropdown.



Name	Year	Actions	Reasons
Anirudh Subhan Mooney	Any	Action needed	Any
Adam Larry Greene	Any	Action needed	Any
Adam Jeffrey Hudson	Any	Action needed	Any
Alana Baker	Any	Action needed	Any
Sophie May Katya Hibberd	Any	Action needed	Any
Abad Joyce Butcher	Any	Action needed	Any
Winget Jennifer	Any	Action needed	Any
Jack Smith	Any	Action needed	Any

Click on a child that has actions required to see what is being requested.

Dates

From: To:

The dates recorded do not match the attendance certificated provided. Please can you confirm what the dates of absence are.

Documents and letters

Please can you provide a copy of the letter the parents provided notifying you of their holiday.

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Submitted	-		

Please can you confirm if either of the mother or father needs to be fined.

Additional Information

This text is to support your FPN request....

Review FPN

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

Action items are shown in blue highlight, and that section will be editable.

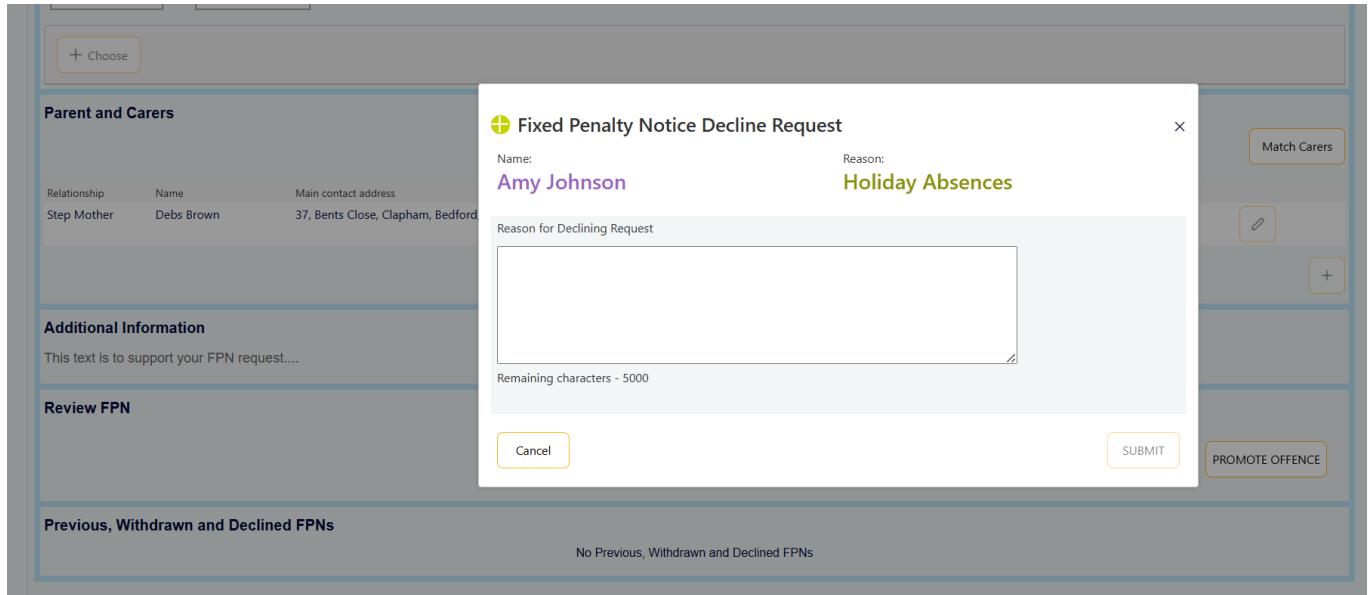
Once required information has been entered or uploaded click on the **Resubmit** button.

To view the resubmitted requests, change the actions dropdown view to Review resubmitted requests.

All Schools		Actions				
Name	Year	Actions		Reasons		
Amanda Joan Adams	Any	Review resubmitted requests		Any		
Alan Justin Taylor	Charterhouse Square School					
Adam Antonio Alvarez	Abbey Green School					
Adam Joseph Daniels	Archana Base					
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	
1 Holiday Absences	1	1	4	1 Holiday Absences	1	
Date of birth : 19/11/2007 (Year 11)	Resubmitted : 13/02/2025		Resubmitted : 28/02/2025		Resubmitted : 28/02/2025	
Ahtisham Orla Leach	Chennai base					
Amine Seelam	Abbey Green School					
Aaron Samuel Fernandez	Oakwood School					
Alan Randy Sullivan	Abbey Green School					
Current	Previous	Withdrawn	Declined	Current	Previous	

Decline Request

Click on the Decline button if you want to reject/decline the whole request.



Fixed Penalty Notice Decline Request

Name: Amy Johnson

Reason: Holiday Absences

Reason for Declining Request

Remaining characters - 5000

Cancel SUBMIT PROMOTE OFFENCE

Relationship Name Main contact address

Step Mother Debs Brown 37, Bents Close, Clapham, Bedford

Additional Information

This text is to support your FPN request....

Review FPN

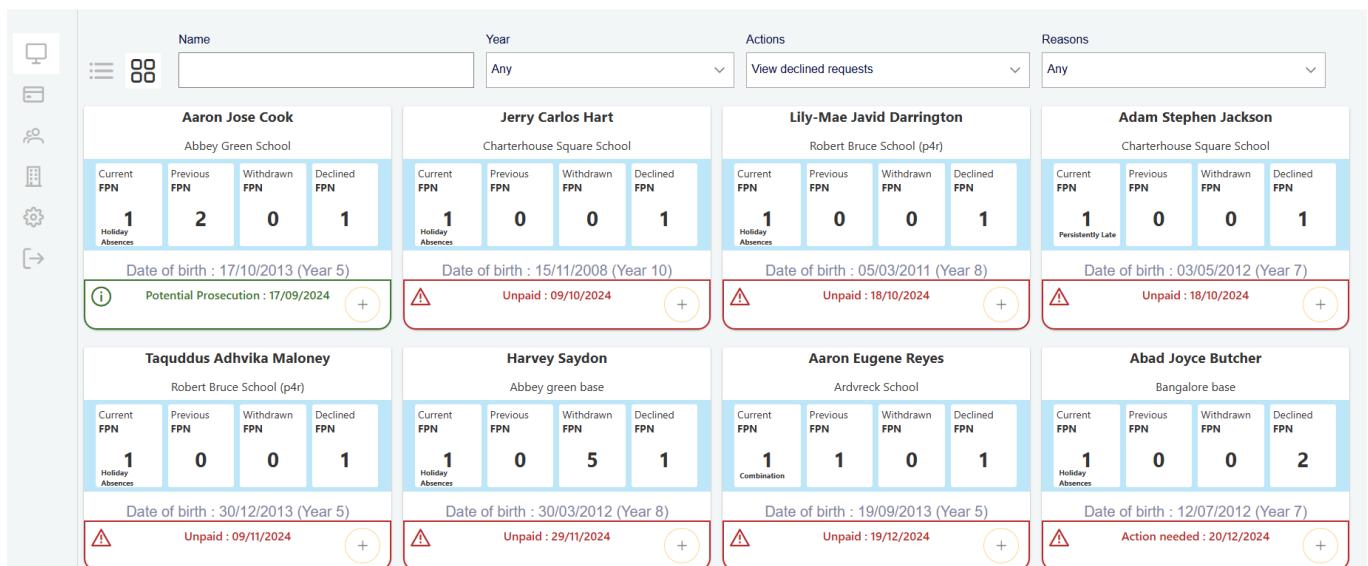
Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Add the information for why you are declining the request and click Submit.

The school will get an email and be able to view all Declined Requests via the Actions dropdown.

To find which notices have been declined select **View declined notices** in the action's dropdown. This will show any child that has ever had a declined request.



Name	Year	Actions	Reasons
Aaron Jose Cook	Any	View declined requests	Any
Abbey Green School			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	2	0	1
Date of birth : 17/10/2013 (Year 5)	Potential Prosecution : 17/09/2024	+	
Jerry Carlos Hart			
Charterhouse Square School			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	1
Date of birth : 15/11/2008 (Year 10)	Unpaid : 09/10/2024	+	
Lily-Mae Javid Darrington			
Robert Bruce School (p4r)			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	1
Date of birth : 05/03/2011 (Year 8)	Unpaid : 18/10/2024	+	
Adam Stephen Jackson			
Charterhouse Square School			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Persistently Late	0	0	1
Date of birth : 03/05/2012 (Year 7)	Unpaid : 18/10/2024	+	
Taquddus Adhvika Maloney			
Robert Bruce School (p4r)			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	1
Date of birth : 30/12/2013 (Year 5)	Unpaid : 09/11/2024	+	
Harvey Saydon			
Abbey green base			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	5	1
Date of birth : 30/03/2012 (Year 8)	Unpaid : 29/11/2024	+	
Aaron Eugene Reyes			
Ardreck School			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Combination	1	0	1
Date of birth : 19/09/2013 (Year 5)	Unpaid : 19/12/2024	+	
Abad Joyce Butcher			
Bangalore base			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	2
Date of birth : 12/07/2012 (Year 7)	Action needed : 20/12/2024	+	

Click on the card to view the details of why a notice was declined.

Current FPN

Reason:

Status:

Dates

Documents and letters

Parent and Carers

Additional Information

Review FPN

Previous, Withdrawn and Declined FPNs

> Submitted 20/09/2024	Holiday Absences	Paid
✓ Submitted 25/09/2024	Holiday Absences	Declined

Declined Reason

This penalty notice request did not meet the threshold for issuing a fine. The child has had 8 sessions of absence rather than the 10 session threshold.

Dates

From:

To:

Withdraw Request Before Issue

Click on the Withdraw button if you want to Withdraw the notice with no further action.

You can choose to withdraw against one or more parents on the request.

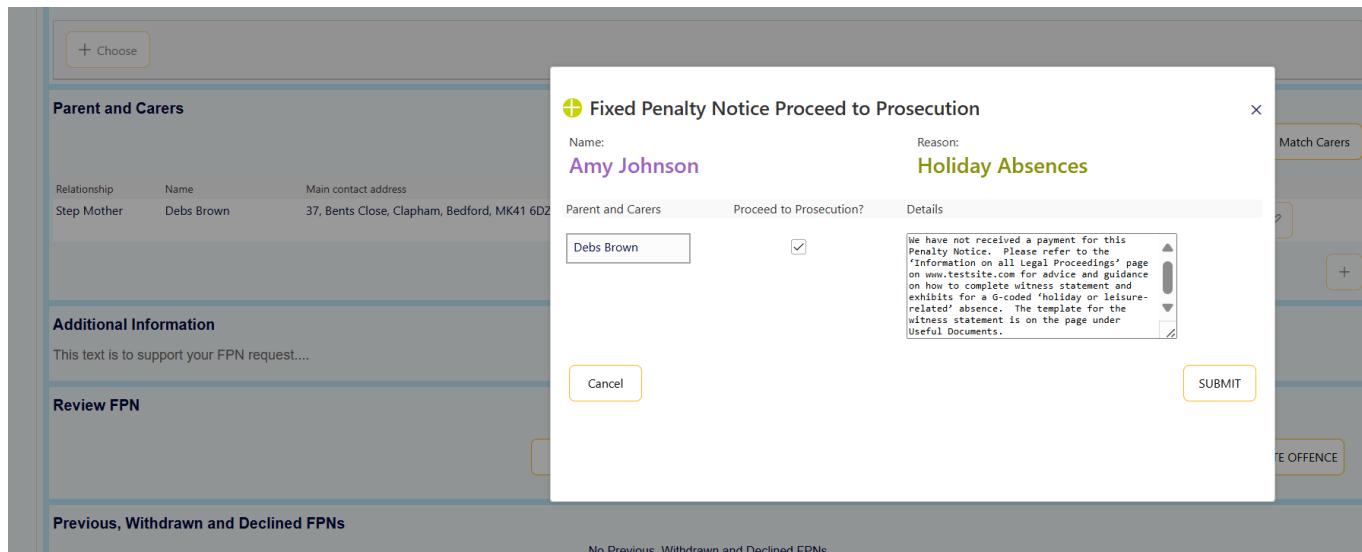
Select a reason and click Withdraw.

The screenshot shows a software interface for managing Fixed Penalty Notices (FPNs). On the left, there is a list of 'Parent and Carers' with one entry: 'Step Mother' named 'Debs Brown' with address '37, Bents Close, Clapham, Bedford, MK41 6L'. Below this is an 'Additional Information' section with a note: 'This text is to support your FPN request....'. On the right, a modal dialog box is open with the title 'Fixed Penalty Notice Withdraw'. It shows 'Name:' as 'Amy Johnson' and 'Reason:' as 'Holiday Absences'. The 'Parent and Carers' field is set to 'Debs Brown'. The 'Withdraw Reason' dropdown is open, showing options: 'Please select', '1110 - TABLE_ID', 'Issued to the wrong person', 'It contains material errors', and 'It should not have been issued'. At the bottom of the dialog are buttons for 'Cancel', 'REQUEST INFORMATION', 'DECLINE', 'WITHDRAW', 'ISSUE', 'PROCEED TO PROSECUTION', and 'PROMOTE OFFENCE'. There are also buttons for 'EDIT' and 'WITHDRAW' on the main interface.

The list of reasons will be configured by your Local Authority.

Proceed to Prosecution

Click on the Proceed to Prosecution and choose which parent (s) are moving to prosecution and give a reason.



Fixed Penalty Notice Proceed to Prosecution

Name: Amy Johnson

Reason: Holiday Absences

Relationship Name Main contact address

Step Mother Debs Brown 37, Bents Close, Clapham, Bedford, MK41 6D2

Parent and Carers

Debs Brown

Additional Information

This text is to support your FPN request...

Review FPN

Cancel

SUBMIT

Details

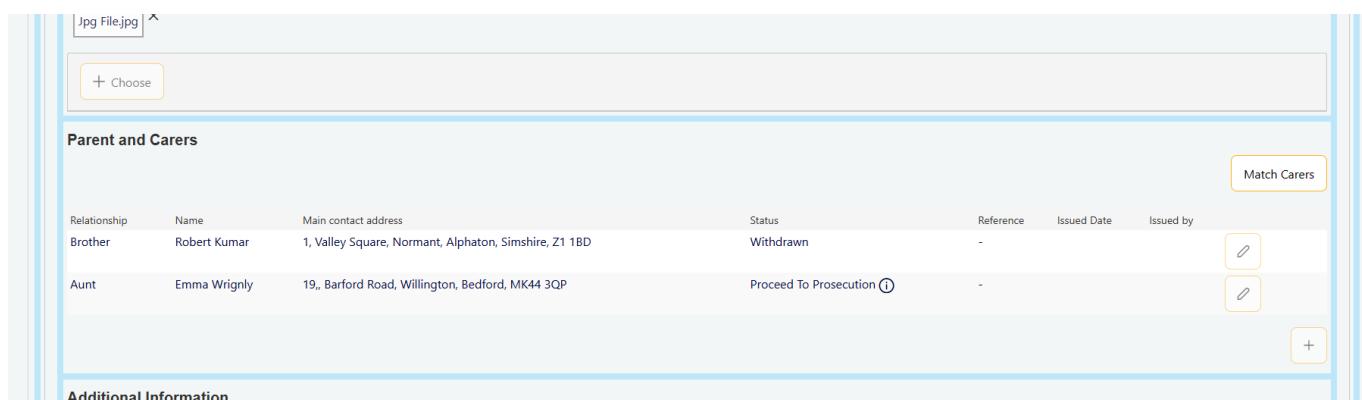
We have not received a payment for this Penalty Notice. Please refer to the 'Information on all Legal Proceedings' page on www.testsite.com for advice and guidance on how to complete witness statement and exhibits for a G-coded 'holiday or leisure-related absence'. The template for the witness statement is on the page under Useful Documents.

Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Click Submit.

The status of the parent will change to **Proceed to Prosecution** and an information icon will be displayed. Hovering over the icon will display the information that has been recorded in the prosecution details box.



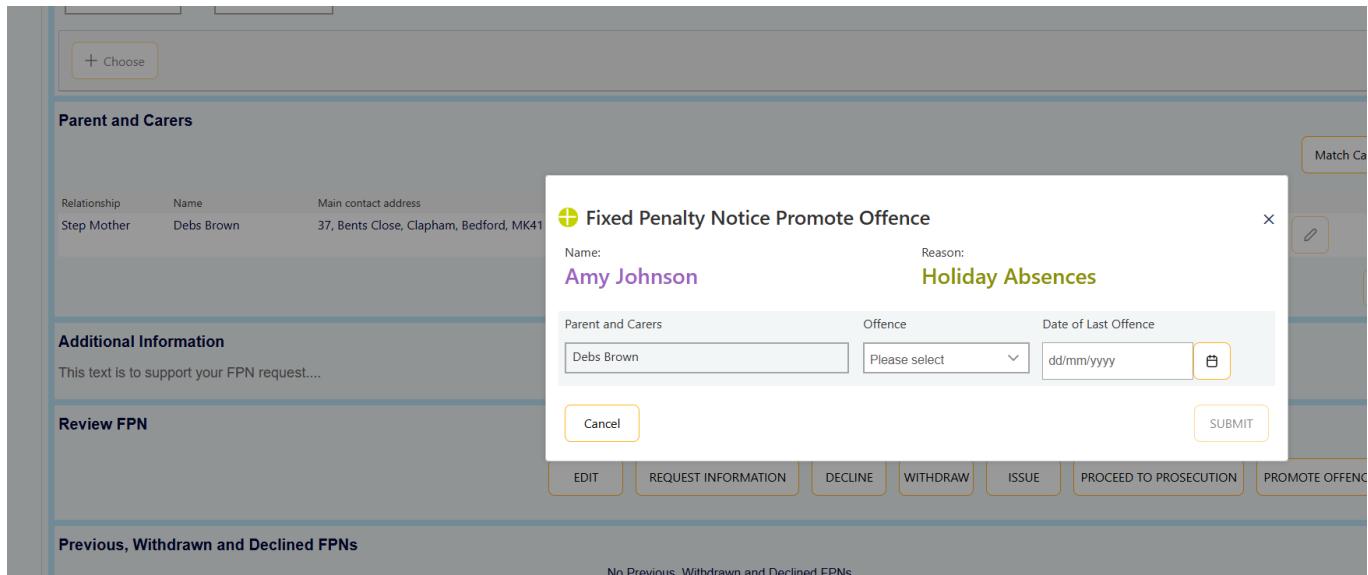
Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Brother	Robert Kumar	1, Valley Square, Normant, Alphaton, Simshire, Z1 1BD	Withdrawn	-	-	
Aunt	Emma Wrignly	19, Barford Road, Willington, Bedford, MK44 3QP	Proceed To Prosecution	-	-	

Additional Information

Promote Offence (England Only)

When a penalty notice request is submitted through the portal; where a previous resolved penalty notice was recorded outside the portal from when the regulations changed in August 2024 use the **Promote Offence** button.

Clicking on the button allows you to choose the offence (2nd or 3rd) and the date of the last offence against each parent it applies to.



Relationship Name Main contact address
Step Mother Debs Brown 37, Bents Close, Clapham, Bedford, MK41

Additional Information
This text is to support your FPN request....

Review FPN

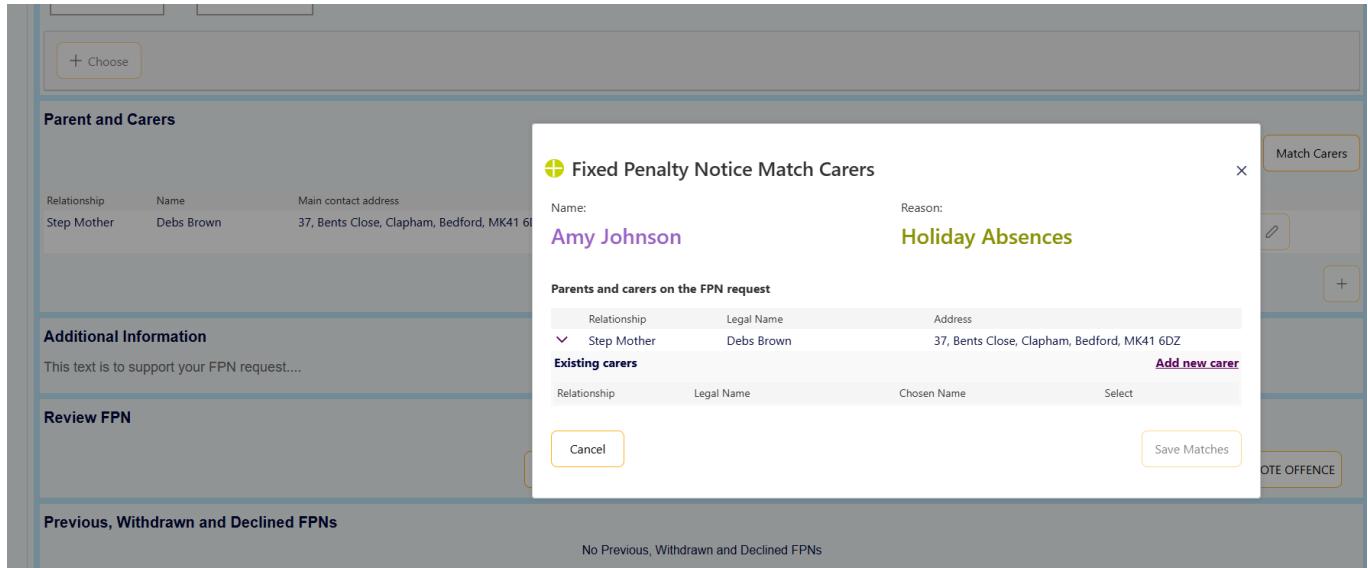
Previous, Withdrawn and Declined FPNs
No Previous, Withdrawn and Declined FPNs

When you click the Submit button it creates a dummy FPN record in the FPN database using the date of last offence as the last issue date. If you select 2nd offence and issue a letter it will automatically fine at the higher rate. If you select 3rd offence it will set the parent status to **Potential Prosecution**.

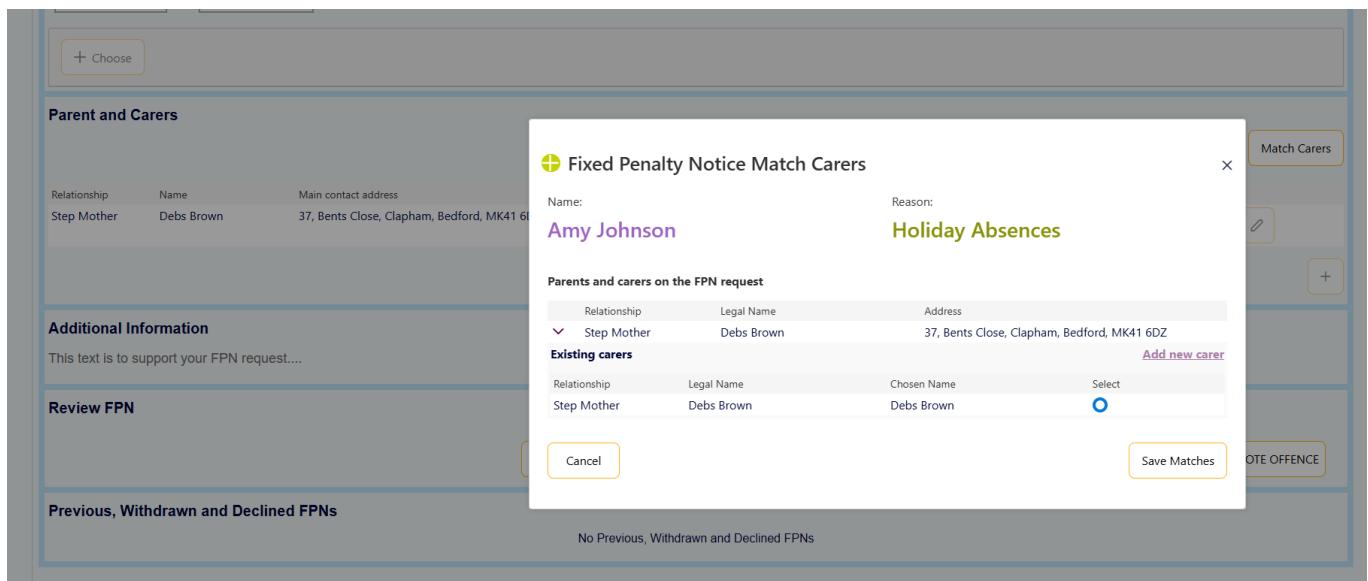
Match Carers

If you are happy to proceed to issuing the notice you must first match the carers.

This displays any existing carers for the selected student from the data in MRI Education. In the screen below there are no existing carers so therefore I can click 'Add new carer'



This creates a new person record in MRI Education and links the person as a carer to the student record.



Once all carers have been either matched or added click Save Matches. If all carers have been matched the Match Carer button will be greyed out.

+ Choose

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Submitted	-		<input type="checkbox"/>

Additional Information
This text is to support your FPN request....

Review FPN

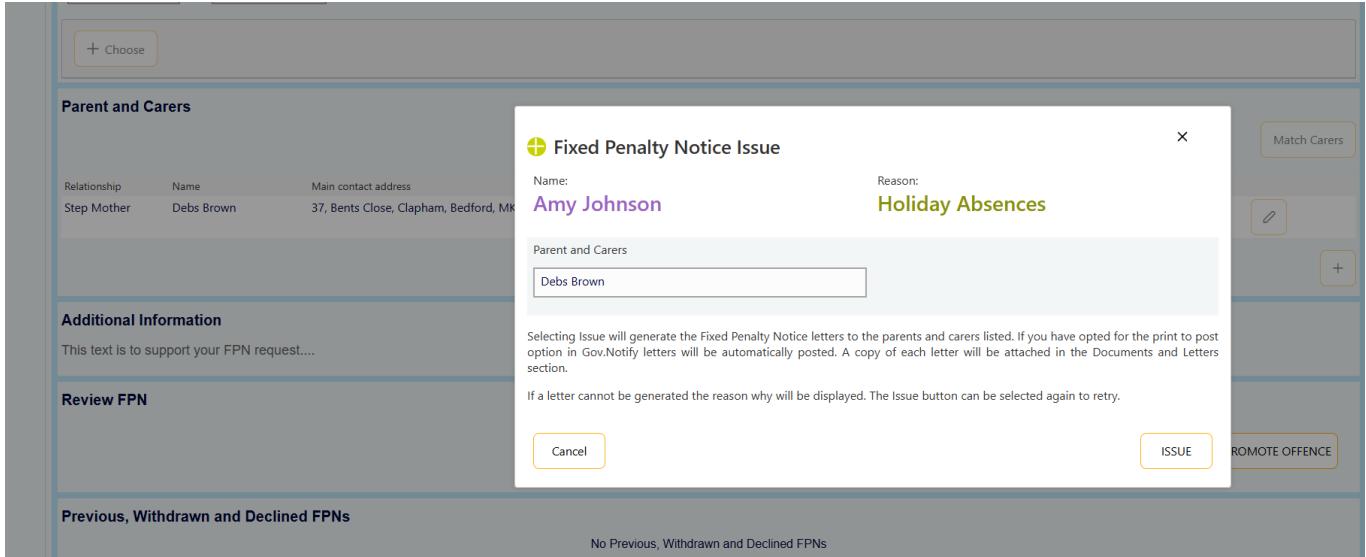
[EDIT](#) [REQUEST INFORMATION](#) [DECLINE](#) [WITHDRAW](#) [ISSUE](#) [PROCEED TO PROSECUTION](#) [PROMOTE OFFENCE](#)

Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Issue Notice

If you then wish to Issue the notice click on Issue.



The letter will get generated as per your Issue GOV.UK Notify template.

If the notice is a second for the parent / student in a three-year rolling period (as of August 2024 in England) the higher fine will automatically be calculated and displayed on the letter.

We have added a placeholder called `((payment_info))` which we recommend that you use in your letters. This will automatically update the letter when it is the parents second fine. This will come out on the letter like this if this is the first offence:

The penalty is £`((initial_fine_amount))` if paid by `((first_payment_date))`. After this date the penalty rises to £`((increased_fine_amount))` and must be paid by `((last_payment_date))`.

Example - The penalty is £80 if paid by 16/01/2025. After this date the penalty rises to £160 and must be paid by 17/01/2025

This will come out on the letter like this if this is the second offence:

The penalty is £`((increased_fine_amount))` if paid by `((last_payment_date))`. This is no option to pay a discounted amount as this is the second notice issued to you for this child's absence in the last 3 years. Example - The penalty is £160 if paid by 17/01/2025. This is no option to pay a discounted amount as this is the second notice issued to you for this child's absence in the last 3 years.

You will see a "All letters have been generated successfully" message in green at the top right of the screen.

The letter will be queued up in GOV.UK Notify. You can view a copy of the letter within your GOV.UK Notify Letter Dashboard. The letters are printed at 5:30pm and dispatched the next working day (Monday to Friday).

A copy of the generated letter is displayed in the Documents and Letters section in the FPN portal. This can be downloaded from here. This letter is also accessible to the school the student attends.

You will also notice that the payment reference number has been generated and displayed against each parent – this payment reference will be calculated as per the rules your local authority has set in the Configuration area.

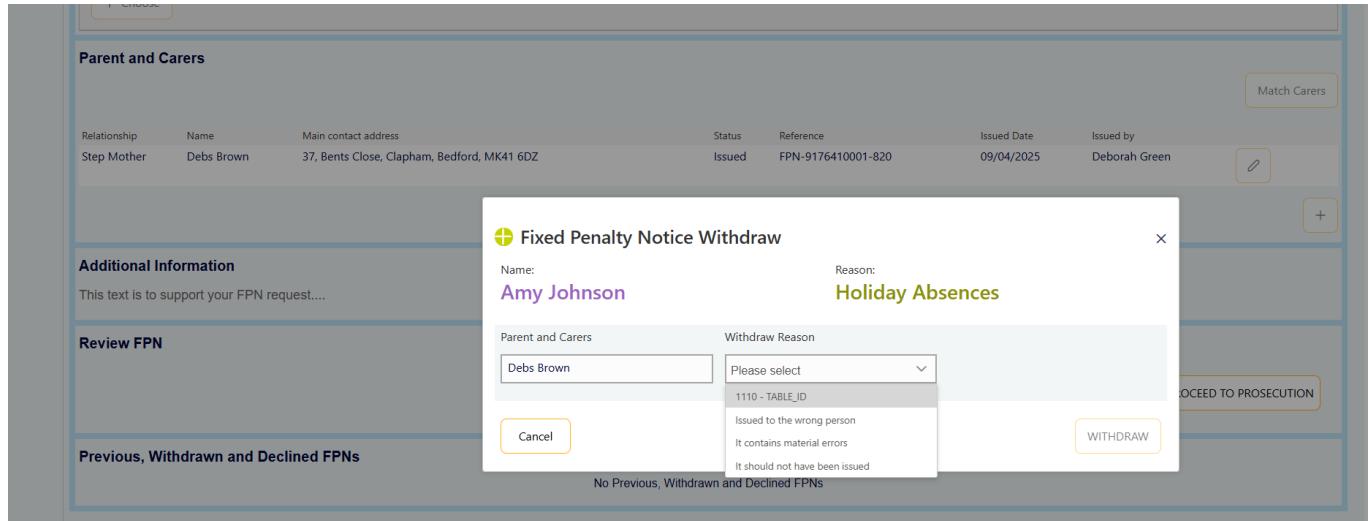
As a Local Authority you can now see all Issued notices across All Schools.

Select All Schools in the school dropdown and View issued notices in the Actions dropdown.

Withdraw Notice After Issue

Click Withdraw if you want to withdraw a letter once it has been issued.

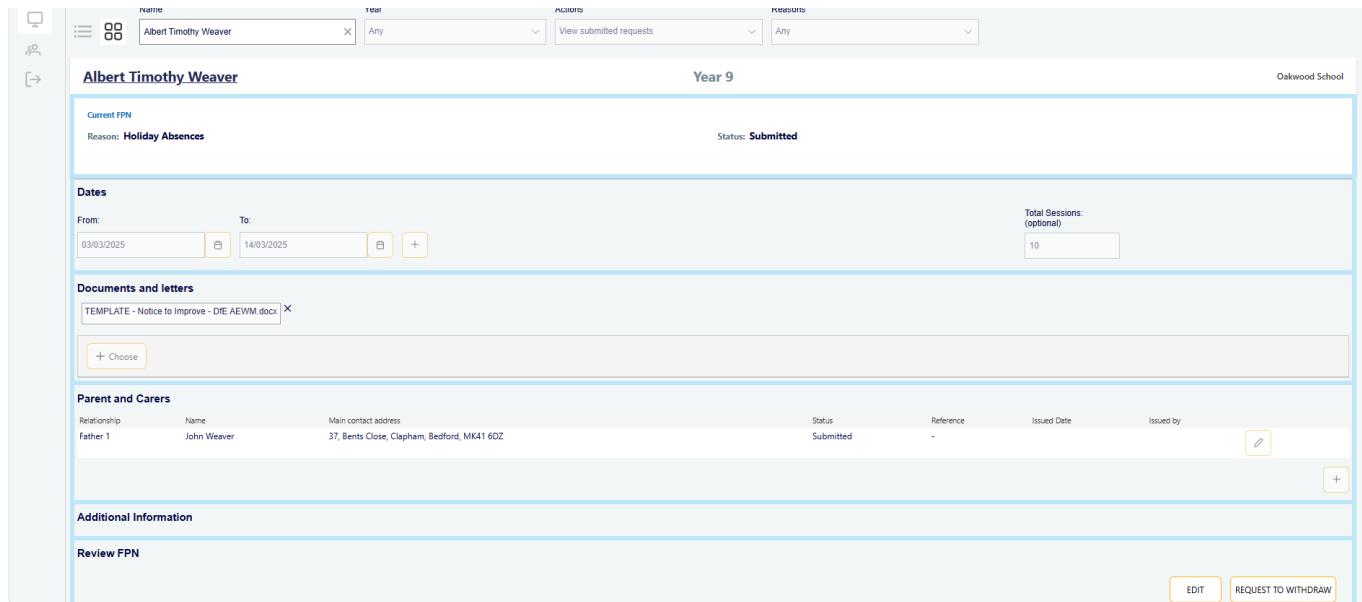
Select a reason and click on Withdraw this will generate the letter as per the Withdraw GOV.UK Notify template.



The screenshot shows a software interface for managing Fixed Penalty Notices (FPNs). At the top, there is a table for 'Parent and Carers' with one row: Step Mother (Debs Brown), Name (Debs Brown), Main contact address (37, Bents Close, Clapham, Bedford, MK41 6DZ), Status (Issued), Reference (FPN-9176410001-820), Issued Date (09/04/2025), and Issued by (Deborah Green). There is a 'Match Carers' button and a pencil icon for editing. Below this is an 'Additional Information' section with a note: 'This text is to support your FPN request...'. A 'Review FPN' section is also visible. A modal dialog box is open in the center, titled 'Fixed Penalty Notice Withdraw'. It contains fields for 'Name' (Amy Johnson) and 'Reason' (Holiday Absences). The 'Parent and Carers' field is set to Debs Brown. The 'Withdraw Reason' dropdown is open, showing the following options: 'Please select', '1110 - TABLE_ID', 'Issued to the wrong person', 'It contains material errors', and 'It should not have been issued'. A 'Cancel' button is at the bottom left of the dialog, and a 'WITHDRAW' button is at the bottom right. The background shows a button for 'PROCEED TO PROSECUTION'.

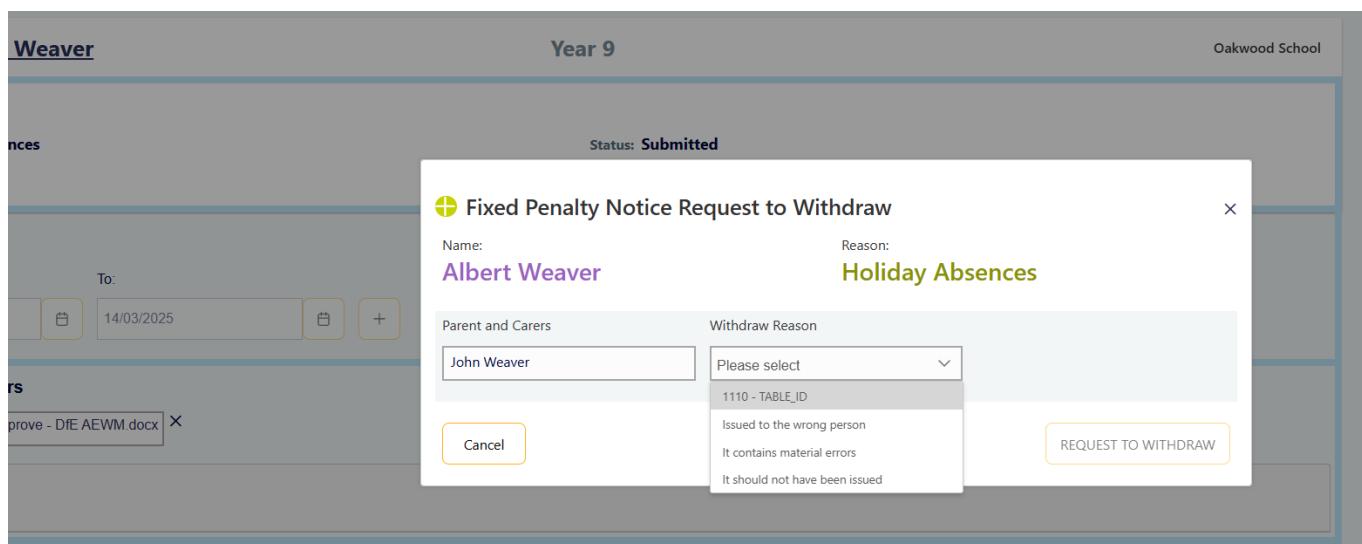
Request to Withdraw

A School cannot directly withdraw a notice or request, but they can request to withdraw.



The screenshot shows the MRI software interface for managing student requests. At the top, there are search filters for 'Name' (Albert Timothy Weaver), 'Type' (Any), 'Actions' (View submitted requests), and 'Resources' (Any). The main area displays a request for 'Albert Timothy Weaver' in 'Year 9' at 'Oakwood School'. The request is for a 'Current FPN' with the reason 'Holiday Absences' and a status of 'Submitted'. The 'Dates' section shows a range from 03/03/2025 to 14/03/2025, with a 'Total Sessions (optional)' field containing '10'. The 'Documents and letters' section shows a template document titled 'TEMPLATE - Notice to Improve - DfE AEW.M docx'. The 'Parent and Carers' section lists 'Father 1' as 'John Weaver' with the address '37, Bents Close, Clapham, Bedford, MK41 6DZ', and the status is 'Submitted'. The 'Additional Information' section is empty. At the bottom right, there are 'EDIT' and 'REQUEST TO WITHDRAW' buttons.

Click on the request to withdrawn button enter a reason against the parent(s) you are making the request against and click 'Request to withdraw'.



The screenshot shows a modal dialog titled 'Fixed Penalty Notice Request to Withdraw' for 'Albert Weaver'. The 'Name' field is populated with 'Albert Weaver' and the 'Reason' field is set to 'Holiday Absences'. The 'Parent and Carers' section shows 'John Weaver'. The 'Withdraw Reason' dropdown is open, showing options: 'Please select', '1110 - TABLE_ID', 'Issued to the wrong person', 'It contains material errors', and 'It should not have been issued'. At the bottom right of the modal is a 'REQUEST TO WITHDRAW' button.

The local authority will be able to filter by 'Review requests to withdraw' and review and withdraw if appropriate.

Print
Search
Filter
Actions

Amy Irene Carpenter
 Ardreck School

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

Date of birth : 24/05/2009 (Year 10)

i Withdraw request : 14/11/2024 +

Ann Jane Hanson
 Ardreck School

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

Date of birth : 02/04/2010 (Year 9)

i Withdraw request : 17/12/2024 +

Raju Kale
 Abbey green base

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	0	0

Date of birth : 21/02/2015 (Year 5)

i Withdraw request : 24/12/2024 +

Jack Terry Perez
 Charterhouse Square School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Persistently Late	0	3	0

Date of birth : 12/08/2009 (Year 10)

i Withdraw request : 03/01/2025 +

Aakanksha Aleema Gouge
 The Phoenix School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	1	0	0

Date of birth : 17/02/2014 (Year 5)

i Withdraw request : 07/01/2025 +

Aanas Cole Wodehouse-Smith
 The Phoenix School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	0	1	0

Date of birth : 28/03/2009 (Year 10)

i Withdraw request : 09/01/2025 +

Aaron Carl Flores
 The Phoenix School

Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	1	1	0

Date of birth : 05/11/2009 (Year 9)

i Withdraw request : 09/01/2025 +

Thomas Sean Moore
 Charterhouse Square School

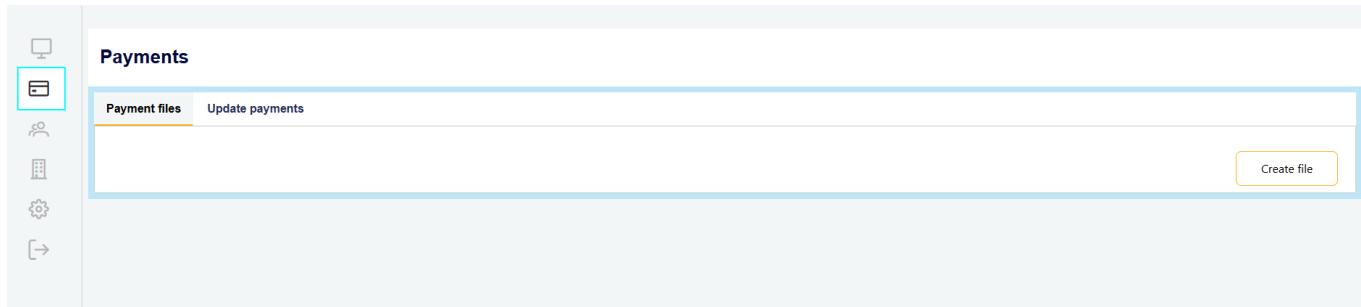
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	1	1	0

Date of birth : 12/09/2008 (Year 10)

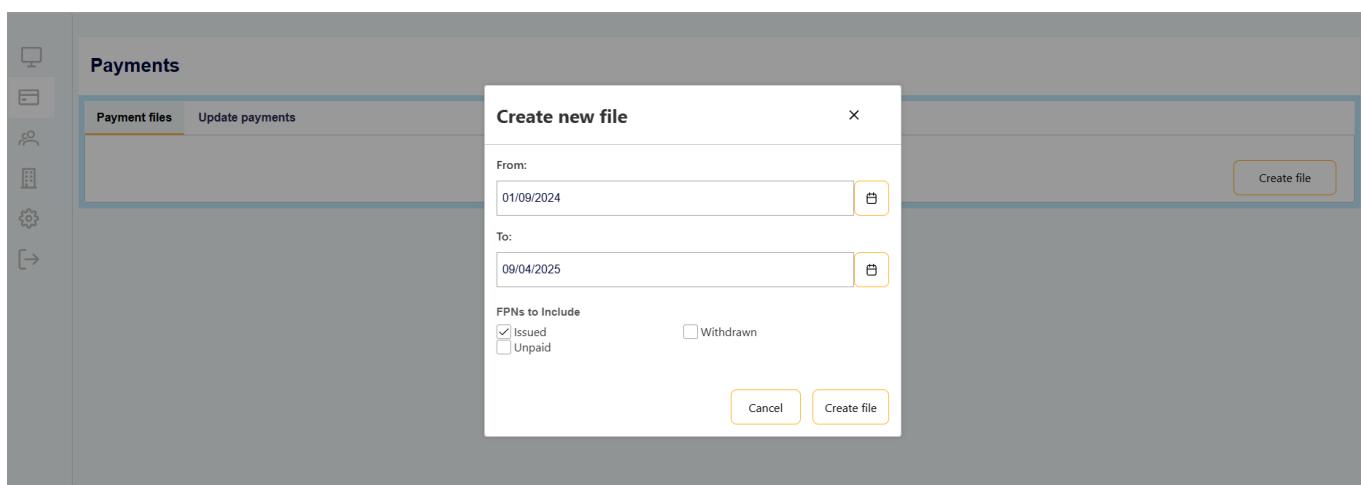
i Withdraw request : 10/01/2025 +

Create Payment File

The Payment's area allows local authorities to create payment files and update payment information.



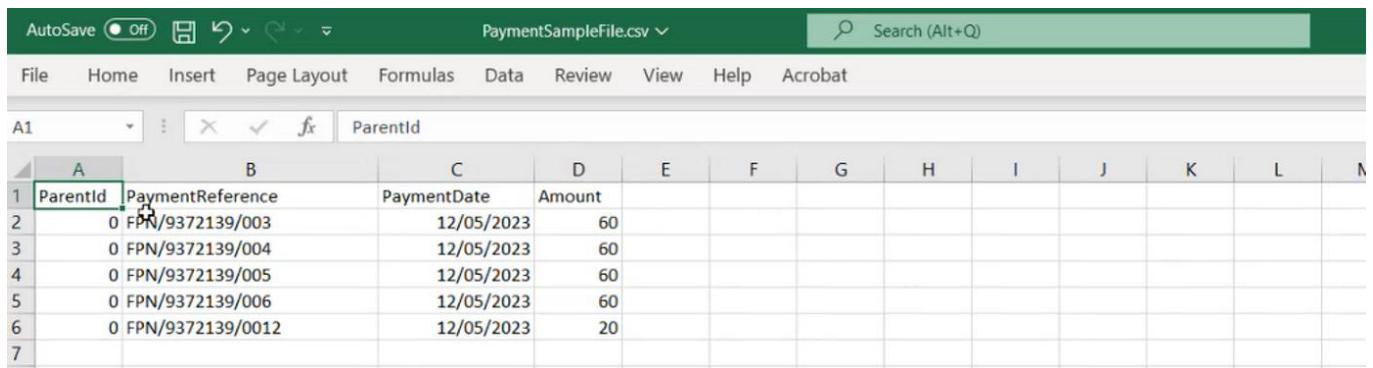
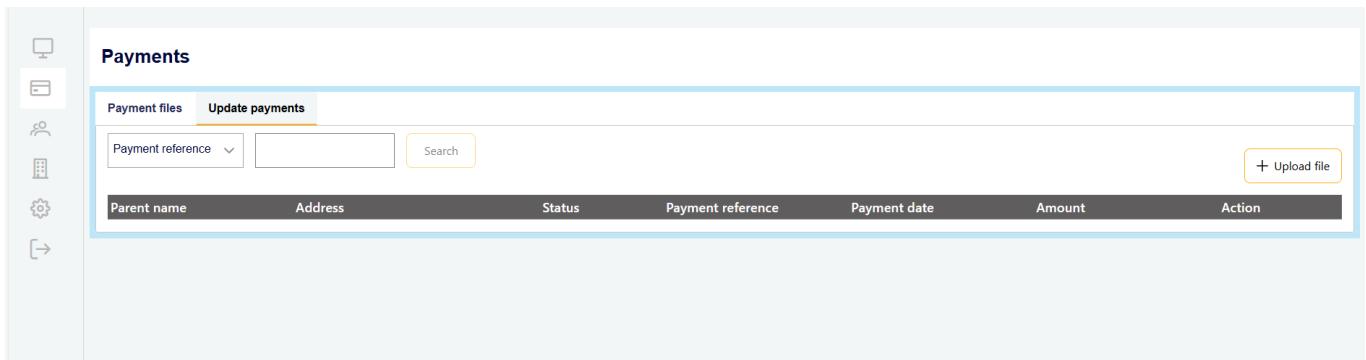
Create a payment file – allows you to enter a range of date and pick Issued, Withdrawn or Unpaid notices.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	Stud_Id	Student_Fi	Student_La	Parent_Id	Parent_Fi	Parent_La	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li	Address_Li		
2	9159818	Amanda	Day	9575051	Tracy	Stalidzans	26 Stuart Road		Kempston	Bedfordsh	MK42 8HS	445202	FPN-91598	#####	#####	80	20/11/2024	160		160	20/11/2024	05d11dd1-b4f2-4864-9	Ardreweck School			
3	9574037	Amine	Seelam	9575174	Sunil	Kumar	Mark Ruth	Elstow	Bedford		MK42 9YF	4743	FPN-09260	#####	#####	80	29/11/2024	160		160	29/11/2024	51157897-245a-48fc-b	Abbey Green School			
4	9187551	Anne	Boyd	9575551	Prasad	Kanakdhan	19 Barford	Willington	Bedford		MK44 3QP	3828	FPN-09255	#####	#####	80	12/01/2025	160		160	12/01/2025	58ff8c38-a84a-4097-b	Abbey Green School			
5	9272991	Jerry	Turner	9574947	Shreyas	D	1 Market Lane	Normant	Alphaton	Simshire	MK44 3QP	5664	SFPN-0926	#####	#####	160	26/03/2025	160		160	26/03/2025	4fb896ae-8dae-43ad-8	Abbey Green School			
6	9272864	Steven	Gonzales	9570167	Shreyas	Deshpand	1 Valley Square	Normant	Alphaton	Simshire	MK42 8HS	5504	FPN-09260	#####	#####	80	23/04/2025	160		160	23/04/2025	2e31d27-case-a4d2-8	Abbey Green School			
7	9295738	Anne	Martinez	9576226	Rathi	Kumar	26 Stuart Road		Kempston	Bedfordsh	MK42 8HS	445202	FPN-09260	#####	#####	80	19/05/2025	160		80	17/04/2025	7a6b6e6a-c257-40c4-a	Abbey Green School			
8	9247045	Alice	Clark	9569045	Shreyas	Deshpand	19 Barford	Willington	Bedford		MK44 3QP	3828	FPN-09260	#####	#####	80	14/05/2025	160		160	14/05/2025	d5c8901a-14/11/2010	Abbey Green School			

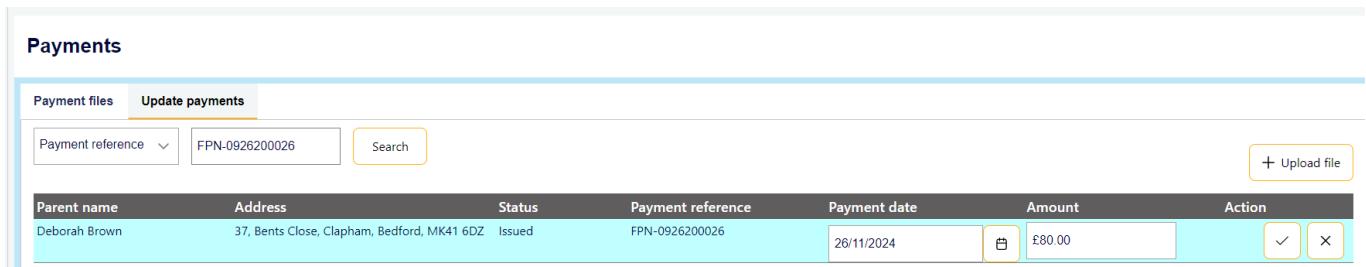
Update Payments

Update payments – either by uploading a file (must be in a specific format).

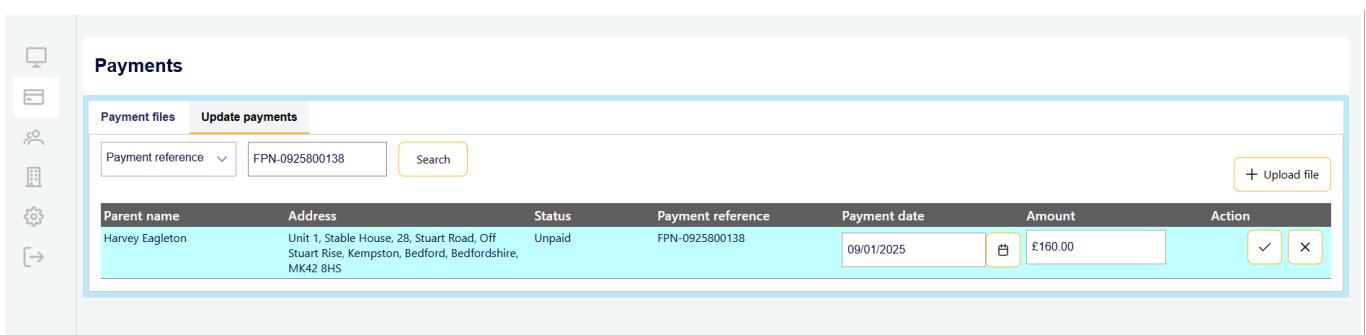


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ParentId	PaymentReference	PaymentDate	Amount									
2	0	FPN/9372139/003	12/05/2023	60									
3	0	FPN/9372139/004	12/05/2023	60									
4	0	FPN/9372139/005	12/05/2023	60									
5	0	FPN/9372139/006	12/05/2023	60									
6	0	FPN/9372139/0012	12/05/2023	20									
7													

Payment information can be updated manually – local authorities can search by Student Identifier or the Payment Reference.



Unpaid fines will also get displayed for local authorities that allow late payments.



Parent status gets updated based on payments made (or not) in the time allowed.

Documents and letters[Warning letter.docx](#) X [Absence_3term.pdf](#) X [issuefpn_Dumbs_Brown_20250409082654.pdf](#)[+ Choose](#)**Parent and Carers**

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Paid	FPN-9176410001-820	09/04/2025	Deborah Green

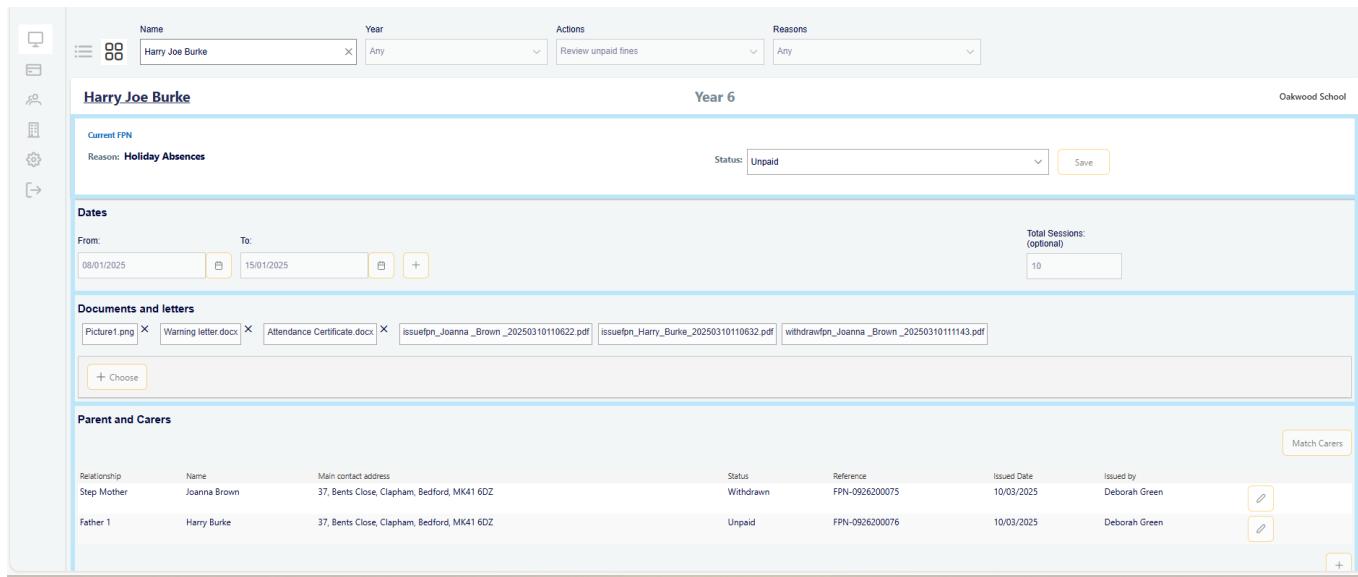
[/](#)[+](#)**Additional Information**

This text is to support your FPN request....

Review FPN[REQUEST INFORMATION](#)[WITHDRAW](#)

Unpaid Fines

Unpaid status is displayed where a parent hasn't paid their fine in time. Change the action dropdown to 'Review unpaid fines.'



Harry Joe Burke

Year 6

Oakwood School

Current FPN

Reason: Holiday Absences

Status: Unpaid

Save

Dates

From: 08/01/2025 To: 15/01/2025 Total Sessions: (optional) 10

Documents and letters

Picture1.png Warning letter.docx Attendance Certificate.docx issuefpn_Joanna_Brown_20250310110622.pdf issuefpn_Harry_Burke_20250310110632.pdf withdrawfpn_Joanna_Brown_20250310111143.pdf

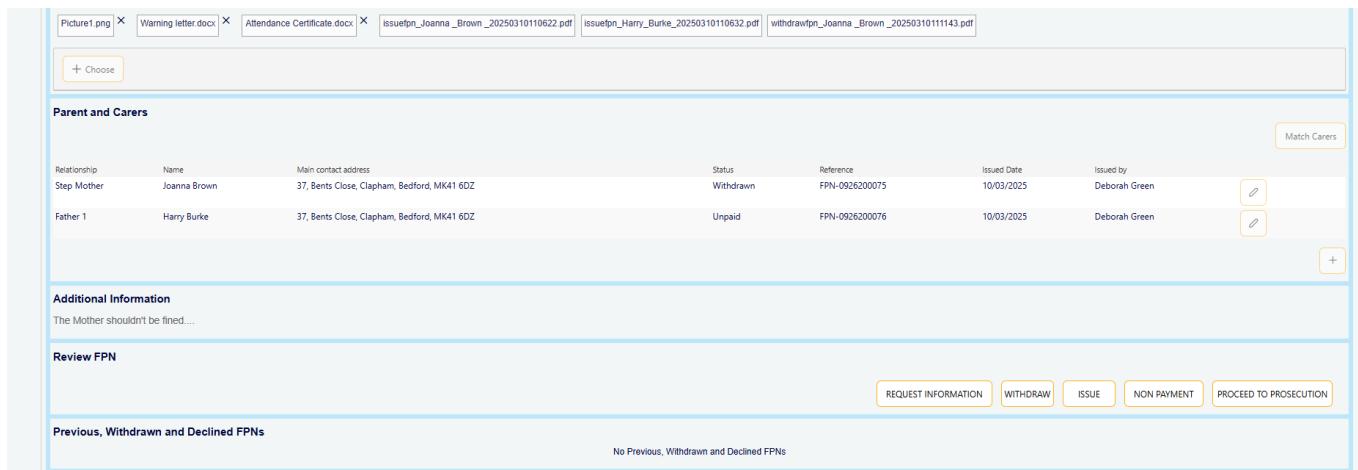
+ Choose

Parent and Carers

Match Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Joanna Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Withdrawn	FPN-0926200075	10/03/2025	Deborah Green
Father 1	Harry Burke	37, Bents Close, Clapham, Bedford, MK41 6DZ	Unpaid	FPN-0926200076	10/03/2025	Deborah Green

If your local authority sends 'non-payment letters' e.g. intention to prosecute this can be achieved by clicking the Non-Payment button.



Picture1.png Warning letter.docx Attendance Certificate.docx issuefpn_Joanna_Brown_20250310110622.pdf issuefpn_Harry_Burke_20250310110632.pdf withdrawfpn_Joanna_Brown_20250310111143.pdf

+ Choose

Parent and Carers

Match Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Joanna Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Withdrawn	FPN-0926200075	10/03/2025	Deborah Green
Father 1	Harry Burke	37, Bents Close, Clapham, Bedford, MK41 6DZ	Unpaid	FPN-0926200076	10/03/2025	Deborah Green

Additional Information

The Mother shouldn't be fined...

Review FPN

REQUEST INFORMATION WITHDRAW ISSUE NON PAYMENT PROCEED TO PROSECUTION

Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Clicking on the Non-Payment button

Generates letters based on the GOV.UK Notify Non-Payment Template ID set in Configuration.

Documents and letters

Picture1.png X Warning letter.docx X Attendance Certificate.docx X issuefpn_Joanna_Brown_20250310110622.pdf issuefpn_Harry_Burke_20250310110632.pdf withdrawfpn_Joanna_Brown_20250310111143.pdf

+ Choose

Confirmation

⚠ You are about to generate a non payment letter to Harry Burke. Do you wish to continue?

X No ✓ Yes

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Joanna Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Withdrawn	FPN-0926200075	10/03/2025	Deborah Green
Father 1	Harry Burke	37, Bents Close, Clapham, Bedford, MK41 6DZ	Unpaid	FPN-0926200076	10/03/2025	Deborah Green

From: 08/01/2025 To: 15/01/2025 Total Sessions: (optional) 10

Documents and letters

Picture1.png X Warning letter.docx X Attendance Certificate.docx X issuefpn_Joanna_Brown_20250310110622.pdf issuefpn_Harry_Burke_20250310110632.pdf withdrawfpn_Joanna_Brown_20250310111143.pdf

+ Choose

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Mother	Joanna Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Withdrawn	FPN-0926200075	10/03/2025	Deborah Green
Father 1	Harry Burke	37, Bents Close, Clapham, Bedford, MK41 6DZ	Unpaid	FPN-0926200076	10/03/2025	Deborah Green

If the fine remains unpaid you can choose to mark the status as No further action or click Proceed to Prosecution.

Name	Year	Actions	Reasons
Harry Joe Burke	Any	Review unpaid fines	Any

Harry Joe Burke Year 6 Oakwood School

Current FPN

Reason: **Holiday Absences**

Status: **Unpaid** **Unpaid** **Unpaid - No further action** Save

Dates

From: 08/01/2025 To: 15/01/2025 Total Sessions: (optional) 10

Previous, Withdrawn, Declined Penalty Notices

Search for a child and on their card, you can see how many current, previous, withdrawn or declined requests they have.

The screenshot shows a search interface for penalty notices. At the top, there are filters for 'Name' (a search bar), 'Year' (a dropdown set to 'Any'), 'Actions' (a dropdown set to 'View declined requests'), and 'Reasons' (a dropdown set to 'Any'). Below the filters are six child cards, each with a summary table and a status message:

- Aaron Jose Cook** (Abbey Green School): Current FPN 1 (Holiday Absences), Previous FPN 2, Withdrawn FPN 0, Declined FPN 1. Status: Potential Prosecution: 17/09/2024.
- Jerry Carlos Hart** (Charterhouse Square School): Current FPN 1 (Holiday Absences), Previous FPN 0, Withdrawn FPN 0, Declined FPN 1. Status: Unpaid: 09/10/2024.
- Lily-Mae Javid Darrington** (Robert Bruce School (p4r)): Current FPN 1 (Holiday Absences), Previous FPN 0, Withdrawn FPN 0, Declined FPN 1. Status: Unpaid: 18/10/2024.
- Adam Stephen Jackson** (Charterhouse Square School): Current FPN 1 (Persistently Late), Previous FPN 0, Withdrawn FPN 0, Declined FPN 1. Status: Unpaid: 18/10/2024.
- Taquddus Adhvika Maloney** (Robert Bruce School (p4r)): Current FPN 1 (Holiday Absences), Previous FPN 0, Withdrawn FPN 0, Declined FPN 1. Status: Unpaid: 09/11/2024.
- Harvey Saydon** (Abbey green base): Current FPN 1 (Holiday Absences), Previous FPN 0, Withdrawn FPN 5, Declined FPN 1. Status: Unpaid: 29/11/2024.
- Aaron Eugene Reyes** (Ardvreck School): Current FPN 1 (Combination), Previous FPN 1, Withdrawn FPN 0, Declined FPN 1. Status: Unpaid: 19/12/2024.
- Abad Joyce Butcher** (Bangalore base): Current FPN 1 (Holiday Absences), Previous FPN 0, Withdrawn FPN 0, Declined FPN 2. Status: Action needed: 20/12/2024.

Clicking a card to see the details and navigate to the Previous, Withdrawn, Declined section

The screenshot shows the 'Previous, Withdrawn and Declined FPNs' section. It includes a table of FPNs and a review summary:

Relationship	Name	Address	Status	Action
Father 1	George Bell	The Folly, 1 Stannard Way, Cardington, Bedford, MK44 3SG	Potential Prosecution	<input type="button" value="Edit"/>
Mother 1	Georgia Bell	The Folly, 1 Stannard Way, Cardington, Bedford, MK44 3SG	Submitted	<input type="button" value="Edit"/>
Aunt	Joanna Hunt	Railway Station, Bedford, MK44 3SG	Submitted	<input type="button" value="Edit"/>

Additional Information
These are the expectations for the improvement period

Review FPN

Buttons: EDIT, REQUEST INFORMATION, WITHDRAW, ISSUE, PROCEED TO PROSECUTION

Previous, Withdrawn and Declined FPNs

> Submitted 17/09/2024	Holiday Absences	Paid
> Submitted 17/09/2024	Holiday Absences	Paid
> Submitted 17/09/2024	Holiday Absences	Withdrawn
> Submitted 17/09/2024	Holiday Absences	Proceed To Prosecution

From here you can open any of the accordions to see details of the previous FPNs.

Submitted 17/09/2024
Holiday Absences
Paid

Dates

From: 02/09/2024 To: 06/09/2024

Total Sessions: (optional)

Documents and letters

Absence Certificate .docx X issuefpn_Helen_Bell_20240917082255.pdf issuefpn_George_Bell_20240917082259.pdf

+ Choose

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Father 1	George Bell	The Folly, 1 Stannard Way, Cardington, Bedford, MK44 3SG	Paid	FPN-9267043002	17/09/2024	/ /
Mother 1	Helen Bell	The Folly, 1 Stannard Way, Cardington, Bedford, MK44 3SG	Paid	FPN-9267043001	17/09/2024	/ /

Additional Information

Review FPN

The record is displayed in read only but you can still download any documents and letters to support preparing court packs etc.