



# FPN Portal Guide

Guidance for MRI Education Customers



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# Revision History

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Release	Description	CC/UR

# FPN Portal Guide

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

# Searching and Filtering

The screenshot shows the MRI Education portal interface. At the top left is the 'mri education' logo. A dropdown menu is set to 'All Schools'. On the right is a 'Logout' link. Below the header, there are four filter sections: 'Name' (a text input), 'Year' (a dropdown set to 'Any'), 'Actions' (a dropdown set to 'Review submitted requests'), and 'Reasons' (a dropdown set to 'Any'). Below these filters, two student profiles are displayed side-by-side. The first profile is for 'Alan Charles Evans' at 'Abbey Green School'. It shows a table with columns: Current FPN (1), Previous FPN (1), Withdrawn FPN (3), and Declined FPN (0). Below the table, it says 'Date of birth : 13/01/2009 (Year 10)' and 'Submitted : 01/04/2025'. The second profile is for 'Albert Timothy Weaver' at 'Oakwood School'. It shows a table with columns: Current FPN (1), Previous FPN (0), Withdrawn FPN (0), and Declined FPN (1). Below the table, it says 'Date of birth : 22/12/2009 (Year 9)' and 'Submitted : 02/04/2025'. Both profiles have an information icon (i) and a plus icon (+) at the bottom.

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

This screenshot shows the search results for 'Albert Timothy Weaver'. The 'Name' filter now contains 'Alb' with a clear 'x' button. The 'Year' filter remains 'Any'. The 'Actions' and 'Reasons' filters are still 'Review submitted requests' and 'Any' respectively. Only one student profile is displayed: 'Albert Timothy Weaver' at 'Oakwood School'. The table shows: Current FPN (1), Previous FPN (0), Withdrawn FPN (0), and Declined FPN (1). The birth date is '22/12/2009 (Year 9)' and the submission date is '02/04/2025'. The profile includes an information icon (i) and a plus icon (+).

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.

This screenshot shows the 'All Schools' dropdown menu open. The menu lists several schools: 'All Schools' (highlighted), 'A base', 'Abbey CofE Infant School', 'Abbey green base', 'Abbey Green School', and 'Acorn Wood School'. The background shows the same student profiles as the previous screenshots, but they are partially obscured by the dropdown menu.

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

The screenshot displays the MRI software interface with the following details:

- Filters:**
  - Name:** Search bar
  - Year:** Dropdown menu (Any, Year 0, Year 1, Year 2, Year 3, Year 4)
  - Actions:** Dropdown menu (Any)
  - Reasons:** Dropdown menu (Any)
- Student Cards:**
  - Kevin Mark Garcia:** Oakwood School. Current FPN: 1, Previous FPN: 3, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 06/05/2009 (Year 10). Potential Prosecution: 16/09/2024.
  - Aaron Alan Perry:** Oakwood School. Current FPN: 1, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 19/08/2013 (Year 6). Unpaid: 12/10/2024.
  - Aaron Randy Bell:** Oakwood School. Current FPN: 1, Previous FPN: 3, Withdrawn FPN: 1, Declined FPN: 0. Date of birth: 27/04/2010 (Year 9). Potential Prosecution: 25/10/2024.
  - Michael Thomas Johnston:** Oakwood School. Current FPN: 1, Previous FPN: 1, Withdrawn FPN: 1, Declined FPN: 0. Date of birth: 16/05/2009 (Year 10). Unpaid: 02/11/2024.
  - Aaron Roger Hughes:** Oakwood School. Current FPN: 1, Previous FPN: 0, Withdrawn FPN: 1, Declined FPN: 0. Date of birth: 28/09/2008 (Year 10). Unpaid: 08/11/2024.
  - Alan Clarence Chapman:** Oakwood School. Current FPN: 1, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 11/10/2013 (Year 5). Unpaid: 22/11/2024.
  - Aaron Roger Brown:** Oakwood School. Current FPN: 1, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 23/12/2013 (Year 5). Unpaid: 28/11/2024.
  - Aaron Jamarion Scutchings:** Oakwood School. Current FPN: 1, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 30/06/2016 (Year 3). Unpaid: 18/01/2025.
  - Arbaaz Arabella Shaukat:** Oakwood School. Current FPN: 0, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 03/01/2016 (Year 3).
  - Dana Shahnaz Bea:** Oakwood School. Current FPN: 0, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 09/04/2016 (Year 3).
  - Daoud Salih Ehret:** Oakwood School. Current FPN: 0, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 09/01/2016 (Year 3).
  - Jody Francesca Jee:** Oakwood School. Current FPN: 0, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 18/01/2016 (Year 3).
  - Mariella Reece Benton:** Oakwood School. Current FPN: 0, Previous FPN: 0, Withdrawn FPN: 0, Declined FPN: 0. Date of birth: 30/07/2016 (Year 3).

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.

Name

Year

Year 3

Actions

Any

Reasons

Any

Aaron Jamarion Scutchings

Oakwood School

Current FPN

Previous FPN

Withdrawn FPN

Declined FPN

1

0

0

0

Holiday Absences

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)

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)

Any

Combination

Holiday Absences

Persistently Late

Unauthorised Absences

0

0

0

0

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

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# 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.

## 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).


**mnp education** Oakwood School

Name: [ ] Year: Any Actions: Any Reasons: Any





Kevin Mark Garcia				<b>Adam Louis Brooks</b>				Aaron Alan Perry				Aaron Randy Bell			
Oakwood School				Oakwood School				Oakwood School				Oakwood School			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	3	0	0	1 Holiday Absences	0	0	0	1 Holiday Absences	0	0	0	1 Holiday Absences	3	1	0
Date of birth : 06/05/2009 (Year 10)				Date of birth : 18/07/2012 (Year 7)				Date of birth : 19/08/2013 (Year 6)				Date of birth : 27/04/2010 (Year 9)			
Potential Prosecution : 16/09/2024				Unpaid : 08/10/2024				Unpaid : 12/10/2024				Potential Prosecution : 25/10/2024			

Michael Thomas Johnston				Aaron Roger Hughes				Alan Clarence Chapman				Aaron Roger Brown			
Oakwood School				Oakwood School				Oakwood School				Oakwood School			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN
1 Holiday Absences	1	1	0	1 Holiday Absences	0	1	0	1 Holiday Absences	0	0	0	1 Holiday Absences	0	0	0
Date of birth : 16/05/2009 (Year 10)				Date of birth : 28/09/2006 (Year 10)				Date of birth : 11/10/2013 (Year 5)				Date of birth : 23/12/2013 (Year 5)			
Unpaid : 02/11/2024				Unpaid : 08/11/2024				Unpaid : 22/11/2024				Unpaid : 28/11/2024			

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.

mri  
education

Log out



Name

Year

Actions


Reasons

**Amy Margaret Johnson**

Oakwood School

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

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



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

**Request a new Fixed Penalty Notice**

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

Name: Amy Johnson

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).

**Request a new Fixed Penalty Notice**

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

Name: Amy Johnson

Reason: Please select

- Combination
- Holiday Absences
- Persistently Late
- Unauthorised Absences

START

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

**Enter parents and carers for:**

Name: Amy Johnson Reason: Holiday Absences

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

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**

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

Relationship: **Step Mother** First Name: **Debs** Last Name: **Brown**

Contact address: **MK41 6DZ** Find **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** Find

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

House number:  House name:  Building name:

Street name:

District or village:

Town:

County:

✓

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**

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

Relationship	Name	Main contact address	Include?
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	<input checked="" type="checkbox"/>

edit +

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.

The screenshot shows a background interface for a student named Amy Margaret Johnson at Oakwood School. The student's profile includes fields for Name, Year, and a table of FPN (First Period Not Present) counts: Current FPN (0), Previous FPN (0), Withdrawn FPN (0), and Declined FPN (0). Below this is the Date of birth: 20/07/2013 (Year 6). A modal form titled "Enter dates for:" is open. It features a progress bar with 7 steps: 1 Start, 2 Carers, 3 Dates (active), 4 Upload, 5 Info, 6 Check, and 7 Submitted. The form fields include: Name (Amy Johnson), Reason (Holiday Absences), From (17/02/2025), To (21/02/2025), and Total Sessions (optional) (10). There are BACK and NEXT buttons at the bottom.

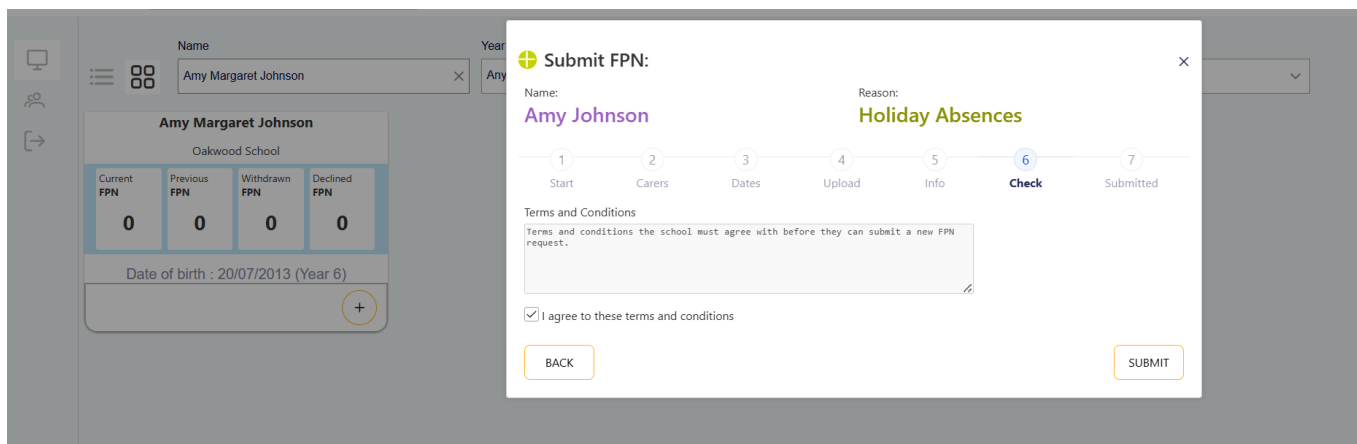
Click Next to take you to Evidence step – select one or more files – the text at the top is what is defined by the Local Authority in Configuration – Evidence.

The screenshot shows the same background interface as the previous one. The modal form titled "Upload Evidence:" is open. It features a progress bar with 7 steps: 1 Start, 2 Carers, 3 Dates, 4 Upload (active), 5 Info, 6 Check, and 7 Submitted. The form includes a list of supporting documents for holiday absences: Attendance certificate and Warning letters to parents. There is a "+ Choose" button and a table of uploaded files: Warning letter.docx (11.691 KB) and Absence\_3term.pdf (367.825 KB). There are BACK and NEXT buttons at the bottom.

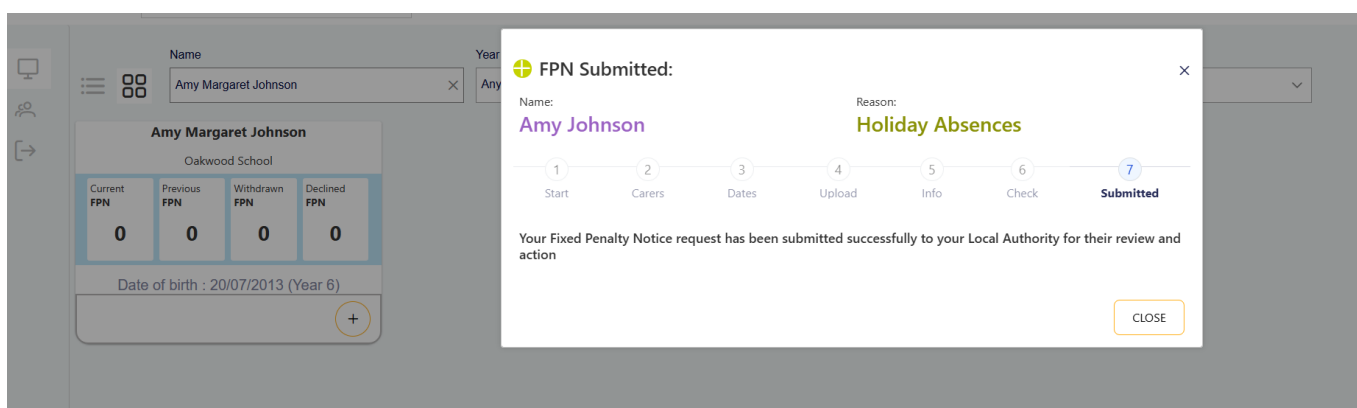
Click Next to take you to Further Information step – it is optional to record text here.

The screenshot shows the same background interface as the previous ones. The modal form titled "Further information:" is open. It features a progress bar with 7 steps: 1 Start, 2 Carers, 3 Dates, 4 Upload, 5 Info (active), 6 Check, and 7 Submitted. The form includes a text area for "Additional Information" with the placeholder text "This text is to support your FPN request....". Below the text area is a "Remaining characters - 4956" indicator. There are BACK and NEXT buttons at the bottom.

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.

All Schools

Logout



Name

Year

Actions

Reasons

Any

Review submitted requests

Any

Alan Charles Evans

Abbey Green School

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

Holiday Absences

Date of birth : 13/01/2009 (Year 10)

Submitted : 01/04/2025

Albert Timothy Weaver

Oakwood School

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

Holiday Absences

Date of birth : 22/12/2009 (Year 9)

Submitted : 02/04/2025

Amy Margaret Johnson

Oakwood School


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

Holiday Absences







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

Submitted : 08/04/2025

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

All Schools

Logout



Name

Year

Actions

Reasons

amy

Any

Review submitted requests

Any

Amy Margaret Johnson

Oakwood School


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

Holiday Absences

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

Submitted : 08/04/2025

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.



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Amy Margaret Johnson

Year 6

Oakwood School

Current FPN

Reason: **Holiday Absences**

Status: **Submitted**

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

Match 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
<div><div></div><div></div><div></div><div></div></div>	Any	Review potential prosecutions	Any
<div><div>Abbeda Elliott Mackay</div><div>Charterhouse Square School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 29/11/2013 (Year 5)</div><div><div>i</div><div>Potential Prosecution : 10/09/2024</div><div>+</div></div></div>	<div><div>Kevin Mark Garcia</div><div>Oakwood School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>3</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 06/05/2009 (Year 10)</div><div><div>i</div><div>Potential Prosecution : 16/09/2024</div><div>+</div></div></div>	<div><div>Aaron Jose Cook</div><div>Abbey Green School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>1</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 17/10/2013 (Year 5)</div><div><div>i</div><div>Potential Prosecution : 17/09/2024</div><div>+</div></div></div>	<div><div>Adam Thomas Boyd</div><div>Abbey Green School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 29/04/2013 (Year 6)</div><div><div>i</div><div>Potential Prosecution : 17/09/2024</div><div>+</div></div></div>
<div><div>Amos Baylie-Rae Varia</div><div>Abbey Green School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 20/04/2011 (Year 8)</div><div><div>i</div><div>Potential Prosecution : 17/09/2024</div><div>+</div></div></div>	<div><div>Milak Tillie Cockton</div><div>Robert Bruce School (p4r)</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 13/10/2011 (Year 7)</div><div><div>i</div><div>Potential Prosecution : 19/09/2024</div><div>+</div></div></div>	<div><div>Alice Angela Gonzales</div><div>Abbey Green School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 01/12/2012 (Year 6)</div><div><div>i</div><div>Potential Prosecution : 23/09/2024</div><div>+</div></div></div>	<div><div>Alan Willie Mitchell</div><div>Charterhouse Square School</div><div><div>Current FPN</div><div>Previous FPN</div><div>Withdrawn FPN</div><div>Declined FPN</div></div><div><div>1</div><div>2</div><div>0</div><div>0</div></div><div><div>Holiday Absences</div></div><div>Date of birth : 03/02/2011 (Year 8)</div><div><div>i</div><div>Potential Prosecution : 26/09/2024</div><div>+</div></div></div>

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:

To:

10/09/2024

11/09/2024

+

Total Sessions: (optional)

Documents and letters

Absence Certificate .docx

+ Choose

Parent and Carers

Match Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Step Father	George Garcia	Railway Station, Bedford, MK44 35G	Potential Prosecution	-		

+

Additional Information

Review FPN

EDIT

REQUEST INFORMATION

WITHDRAW

ISSUE

PROCEED TO PROSECUTION

Previous, Withdrawn and Declined FPNs

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

Documents and letters

Warning letter.docxAbsence\_term.pdf+ Choose

Parent and Carers

Match 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....This text is to support your FPN request.....Remaining characters - 4956

Review FPN

SAVEREQUEST INFORMATIONDECLINewithdrawISSUEPROCEED TO PROSECUTIONPROMOTE 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**

Dates

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

Documents and letters

Warning letter.docx Absence\_3term.pdf

+ Choose

Parent and Carers

Relationship	Name	Main contact address
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK43 0JH

Fixed Penalty Notice Request Information

Name: Amy Johnson Reason: Holiday Absences

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.

<

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



# Decline Request

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

+ Choose

Parent and Carers

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

Fixed Penalty Notice Decline Request

Name: Amy Johnson

Reason: Holiday Absences

Reason for Declining Request

Remaining characters - 5000

Cancel

SUBMIT

Match Carers

PROMOTE OFFENCE

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																																
<input type="text"/>	Any	View declined requests	Any																																
<div><div>Aaron Jose Cook</div><div>Abbey Green School</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>2</td><td>0</td><td>1</td></tr></tbody></table><div>Date of birth : 17/10/2013 (Year 5)</div><div>Potential Prosecution : 17/09/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	2	0	1	<div><div>Jerry Carlos Hart</div><div>Charterhouse Square School</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr></tbody></table><div>Date of birth : 15/11/2008 (Year 10)</div><div>Unpaid : 09/10/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	<div><div>Lily-Mae Javid Darrington</div><div>Robert Bruce School (p4r)</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr></tbody></table><div>Date of birth : 05/03/2011 (Year 8)</div><div>Unpaid : 18/10/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	<div><div>Adam Stephen Jackson</div><div>Charterhouse Square School</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr></tbody></table><div>Date of birth : 03/05/2012 (Year 7)</div><div>Unpaid : 18/10/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	2	0	1																																
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	0	0	1																																
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	0	0	1																																
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
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<div><div>Taquddus Adhvikia Maloney</div><div>Robert Bruce School (p4r)</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr></tbody></table><div>Date of birth : 30/12/2013 (Year 5)</div><div>Unpaid : 09/11/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	<div><div>Harvey Saydon</div><div>Abbey green base</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>5</td><td>1</td></tr></tbody></table><div>Date of birth : 30/03/2012 (Year 8)</div><div>Unpaid : 29/11/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	5	1	<div><div>Aaron Eugene Reyes</div><div>Ardvreck School</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>1</td><td>0</td><td>1</td></tr></tbody></table><div>Date of birth : 19/09/2013 (Year 5)</div><div>Unpaid : 19/12/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	1	0	1	<div><div>Abad Joyce Butcher</div><div>Bangalore base</div><table><thead><tr><th>Current FPN</th><th>Previous FPN</th><th>Withdrawn FPN</th><th>Declined FPN</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>2</td></tr></tbody></table><div>Date of birth : 12/07/2012 (Year 7)</div><div>Action needed : 20/12/2024</div></div>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	2
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	0	0	1																																
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	0	5	1																																
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	1	0	1																																
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																
1	0	0	2																																

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

Aaron Knight

year 0

Alciana Base

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 web application interface with a modal dialog titled "Fixed Penalty Notice Withdraw". The dialog contains the following fields and options:

- Name:** Amy Johnson
- Reason:** Holiday Absences
- Parent and Carers:** A dropdown menu with "Debs Brown" selected.
- Withdraw Reason:** A dropdown menu with "Please select" as the current selection. The dropdown list is open, showing the following options:
  - 1110 - TABLE\_ID
  - Issued to the wrong person
  - It contains material errors
  - It should not have been issued
- Buttons:** "Cancel", "WITHDRAW", "EDIT", "REQUEST INFORMATION", "DECLINE", "ISSUE", "PROCEED TO PROSECUTION", and "PROMOTE OFFENCE".

The background of the application shows a table with columns "Relationship", "Name", and "Main contact address". The first row contains the data: "Step Mother", "Debs Brown", and "37, Bents Close, Clapham, Bedford, MK41 6".

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.

+ Choose

Parent and Carers

Relationship	Name	Main contact address
Step Mother	Debs Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ

Additional Information

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

Review FPN

Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Fixed Penalty Notice Proceed to Prosecution

Name:  
Amy Johnson

Reason:  
Holiday Absences

Parent and Carers	Proceed to Prosecution?	Details
Debs Brown	<input checked="" type="checkbox"/>	<div>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.</div>

Cancel

SUBMIT

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.

Jpg File.jpg ^

+ Choose

Parent and Carers

Match Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Brother	Robert Kumar	1, Valley Square, Normant, Alphonon, Simshire, Z1 1BD	Withdrawn	-		
Aunt	Emma Wrigly	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.

The screenshot shows a web application interface with a modal window titled "Fixed Penalty Notice Promote Offence". The modal contains the following fields and controls:

- Name:** Amy Johnson
- Reason:** Holiday Absences
- Parent and Carers:** Debs Brown
- Offence:** Please select (dropdown menu)
- Date of Last Offence:** dd/mm/yyyy (text input with a calendar icon)
- Buttons:** Cancel, SUBMIT

The background interface includes a "Parent and Carers" table with the following data:

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

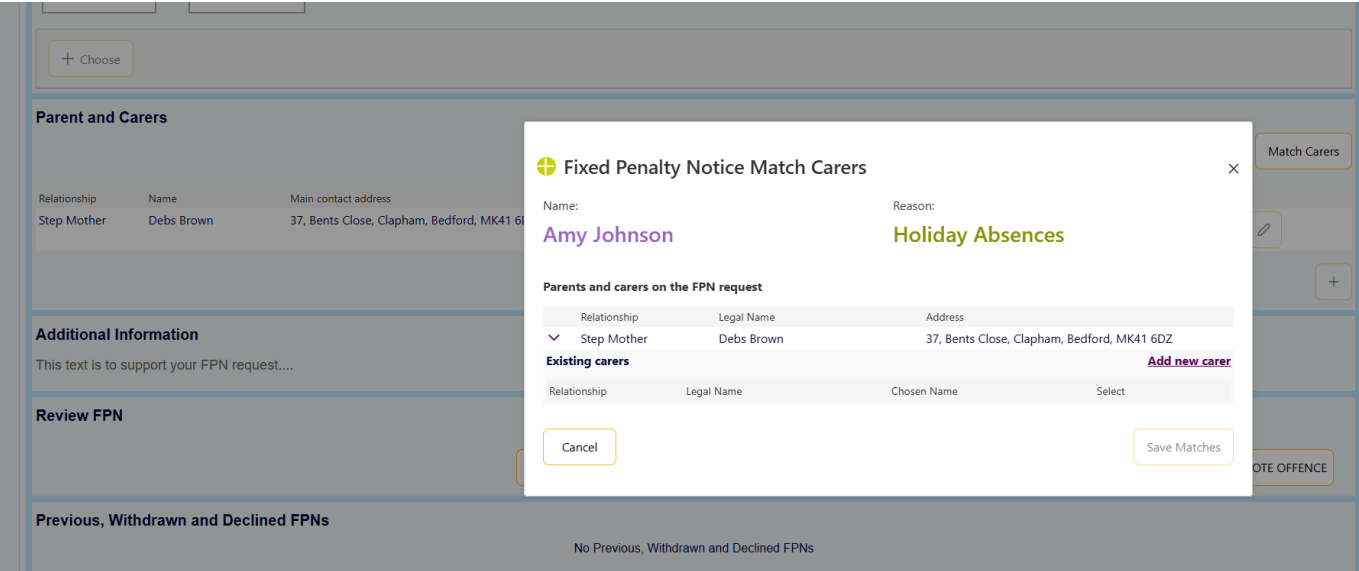
Below the table is an "Additional Information" section with the text: "This text is to support your FPN request....". At the bottom of the modal, there is a row of buttons: EDIT, REQUEST INFORMATION, DECLINE, WITHDRAW, ISSUE, PROCEED TO PROSECUTION, and PROMOTE OFFENCE.

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 3<sup>rd</sup> offence it will set the parent status to **Potential Prosecution**.

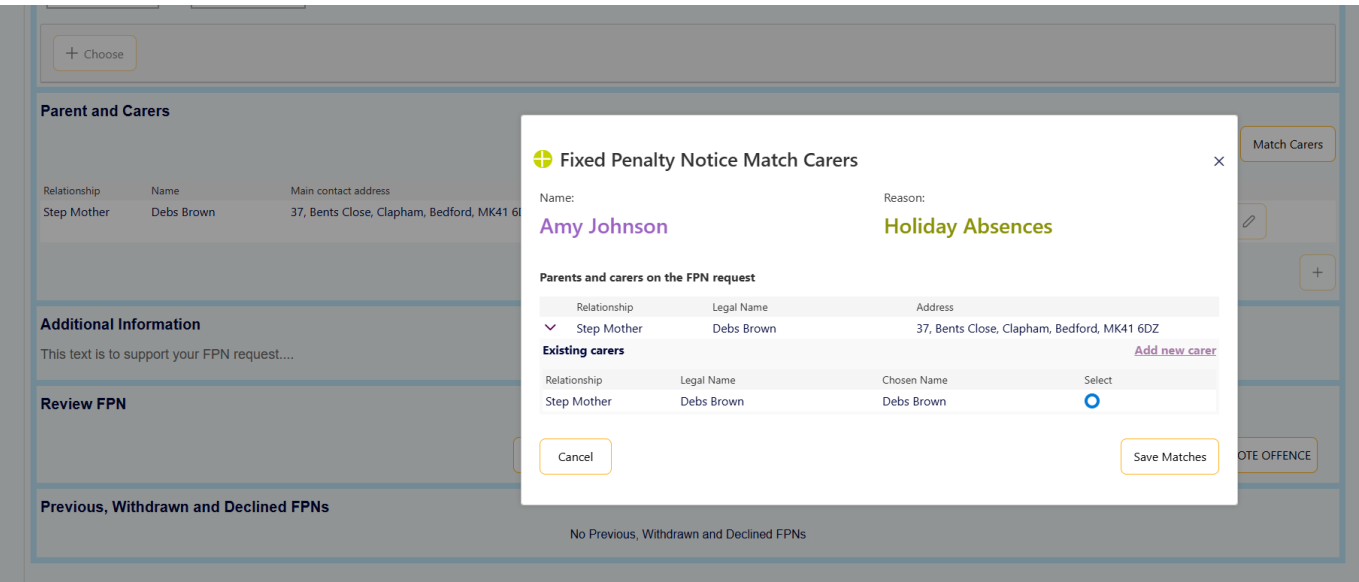
# Match Carers

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

Match 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

### Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

# Issue Notice

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

+ Choose

Parent and Carers

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

Additional Information

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

Review FPN

Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Fixed Penalty Notice Issue

Name:

Amy Johnson

Reason:

Holiday Absences

Parent and Carers

Debs Brown

Selecting Issue will generate the Fixed Penalty Notice letters to the parents and carers listed. If you have opted for the print to post option in Gov.Notify letters will be automatically posted. A copy of each letter will be attached in the Documents and Letters section.

If a letter cannot be generated the reason why will be displayed. The Issue button can be selected again to retry.

Cancel

ISSUE

Match Carers

+

PROMOTE OFFENCE

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.



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Name: Amy Margaret Johnson X Year: Any V Actions: View issued notices V Reasons: Any V

**Amy Margaret Johnson** Year 6 Oakwood School

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

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

**Documents and letters**  
Warning letter.docx X Absence\_3term.pdf X issuefpn\_Debs\_Brown\_20250409082654.pdf  
+ Choose

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.

+ Choose

**Parent and Carers** Match Carers

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

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

**Review FPN** WITHDRAWN ISSUE PROCEED TO PROSECUTION

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.

mri education All Schools V Logout

Name: V Year: Any V Actions: View issued notices V Reasons: Any V

Name	School	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	Date of birth	Issued
Anne Louise Martinez	Abbey Green School	1	0	0	0	29/05/2009 (Year 10)	11/03/2025
Steven Justin Gonzales	Abbey Green School	1	0	1	1	12/08/2009 (Year 10)	11/03/2025
Alice Kimberly Clark	Abbey Green School	1	1	0	0	14/11/2010 (Year 8)	11/03/2025
John Todd Butler	Oakwood School	1	0	0	0	28/12/2011 (Year 7)	12/03/2025
Albert Daniel Harris	Oakwood School	Current	Previous	Withdrawn	Declined		
Abbie Eagleton	Robert Bruce School (p4r)	Current	Previous	Withdrawn	Declined		
Anna Debra Wells	Abbey Green School	Current	Previous	Withdrawn	Declined		
Bruce George Cox	Abbey Green School	Current	Previous	Withdrawn	Declined		

# 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.

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	Issued	FPN-9176410001-820	09/04/2025	Deborah Green

Match Carers

Additional Information

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

Review FPN

Previous, Withdrawn and Declined FPNs

No Previous, Withdrawn and Declined FPNs

Fixed Penalty Notice Withdraw

Name: Amy Johnson

Reason: Holiday Absences

Parent and Carers

Debs Brown

Withdraw Reason

Please select

1110 - TABLE\_ID

Issued to the wrong person

It contains material errors

It should not have been issued

Cancel

WITHDRAW

# Request to Withdraw

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

Albert Timothy Weaver

Year 9

Oakwood School

Current FPN

Reason: **Holiday Absences**

Status: **Submitted**

Dates

From:

To:

03/03/2025

14/03/2025

Total Sessions: (optional)

10

Documents and letters

TEMPLATE - Notice to Improve - DfE AEWM.docx

+ Choose

Parent and Carers

Relationship	Name	Main contact address	Status	Reference	Issued Date	Issued by
Father 1	John Weaver	37, Bents Close, Clapham, Bedford, MK41 6DZ	Submitted	-		

Additional Information

Review FPN

EDIT

REQUEST TO WITHDRAW

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'.

Weaver

Year 9

Oakwood School

Status: Submitted

Fixed Penalty Notice Request to Withdraw

Name:

Albert Weaver

Reason:

Holiday Absences

Parent and Carers

John Weaver

Withdraw Reason

Please select

1110 - TABLE\_ID

Issued to the wrong person

It contains material errors

It should not have been issued

Cancel

REQUEST TO WITHDRAW

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

Name

Year

Any

Actions

Review requests to withdraw

Reasons

Any

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)

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)

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)

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)

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)

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)

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)

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)

Withdraw request : 10/01/2025

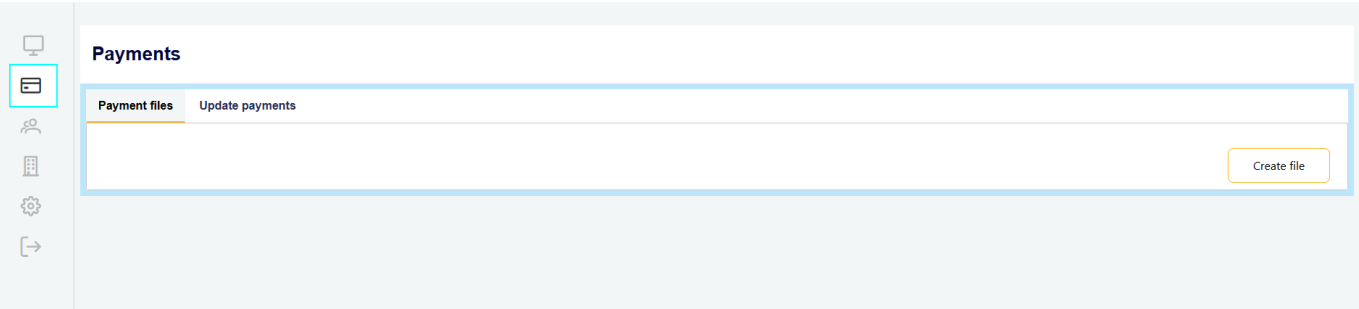
+

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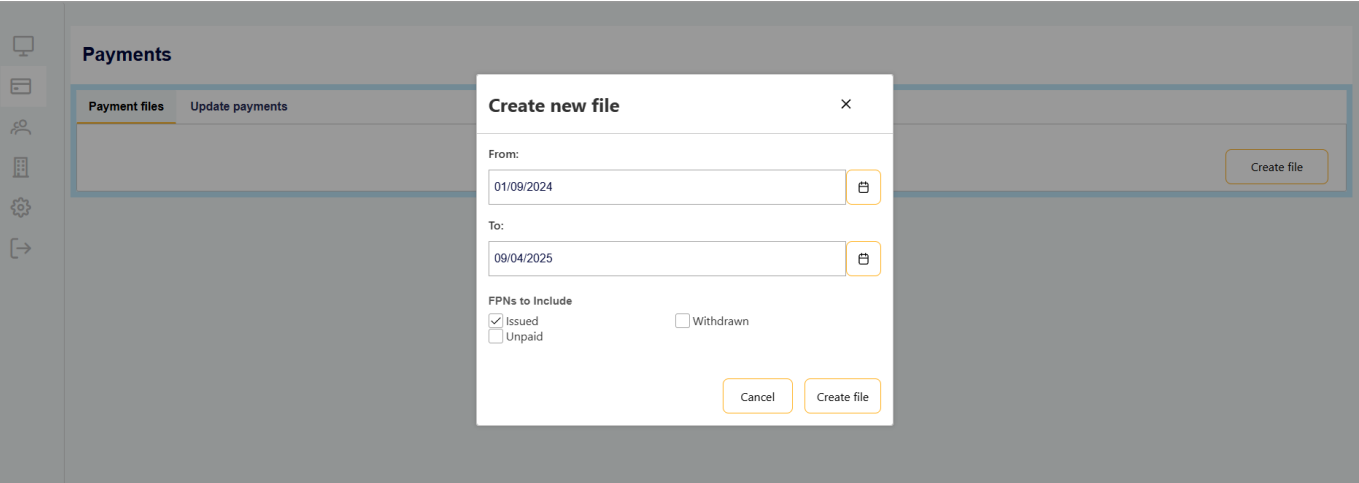


# Create Payment File

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_Fir	Parent_Lat	Address_U	Address_U	Address_U	Address_U	Address_U	Postcode	Address_ic	Payment_F	FPN_Issue	First_Paym	First_Paym	Final_Paymen	Final_Paym	FPN_Withdrawn	Current_Ar	Current_Amou	Notificatio	Date_Of_Bi	School_Name		
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	Ardreck School			
3	9574037	Amine	Seelam	9575174	Sunil	Kumar	Mark Ruth-Elstow			Bedford		MK44 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	Kanakdan	19 Barford Willington			Bedford		MK44 3QP	3828	FPN-09255	*****	*****	80	12/01/2025	160		160	12/01/2025	58f8c38-a84a-4097-b1	Abbey Green School			
5	9272991	Jerry	Turner	9574947	Shreyas	D	1 Market Lane	Normant	Alphaton	Simshire	MK44 3QP	5664	FPN-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	2e31d027-caae-4d6d-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	7a6bce5a-c257-40ec-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).

Payments

Payment files

Update payments

Payment reference

Search

+ Upload file

Parent name	Address	Status	Payment reference	Payment date	Amount	Action
-------------	---------	--------	-------------------	--------------	--------	--------

AutoSave ☐ Off 

PaymentSampleFile.csv

Search (Alt+Q)

FileHomeInsertPage LayoutFormulasDataReviewViewHelpAcrobat

A1

ParentId

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.

Payments

Payment files

Update payments

Payment reference

FPN-0926200026

Search

+ Upload file

Parent name	Address	Status	Payment reference	Payment date	Amount	Action
Deborah Brown	37, Bents Close, Clapham, Bedford, MK41 6DZ	Issued	FPN-0926200026	26/11/2024	£80.00	<div>✓</div> <div>✕</div>

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

Payments

Payment files

Update payments

Payment reference

FPN-0925800138

Search

+ Upload file

Parent name	Address	Status	Payment reference	Payment date	Amount	Action
Harvey Eagleton	Unit 1, Stable House, 28, Stuart Road, Off Stuart Rise, Kempston, Bedford, Bedfordshire, MK42 8HS	Unpaid	FPN-0925800138	09/01/2025	£160.00	<div>✓</div> <div>✕</div>

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

Documents and letters


Warning letter.docx

Absence\_3term.pdf

issuefpn\_Debs\_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.'

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**

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\_loanna\_brown\_20250310110622.pdf

issuefpn\_Harry\_Burke\_20250310110632.pdf

withdrawfpn\_loanna\_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\_loanna\_brown\_20250310110622.pdf

issuefpn\_Harry\_Burke\_20250310110632.pdf

withdrawfpn\_loanna\_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

Warning letter.docx

Attendance Certificate.docx

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?

✕

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	<div>✎</div>
Father 1	Harry Burke	37, Bents Close, Clapham, Bedford, MK41 6DZ	Unpaid	FPN-0926200076	10/03/2025	Deborah Green	<div>✎</div>

From:08/01/2025To: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

nonpayment\_Harry\_Burke\_20250409095956.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	<div>✎</div>
Father 1	Harry Burke	37, Bents Close, Clapham, Bedford, MK41 6DZ	Unpaid	FPN-0926200076	10/03/2025	Deborah Green	<div>✎</div>

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

Save

Unpaid

Unpaid - No further action

Dates

From:08/01/2025To: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, withdraw or declined requests they have.

Name	Year	Actions	Reasons																																																
<input type="text"/>	Any	View declined requests	Any																																																
<b>Aaron Jose Cook</b> Abbey Green School	<b>Jerry Carlos Hart</b> Charterhouse Square School	<b>Lily-Mae Javid Darrington</b> Robert Bruce School (p4r)	<b>Adam Stephen Jackson</b> Charterhouse Square School																																																
<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>2</td><td>0</td><td>1</td></tr><tr><td colspan="4">Holiday Absences</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	2	0	1	Holiday Absences				<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr><tr><td colspan="4">Holiday Absences</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	Holiday Absences				<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr><tr><td colspan="4">Holiday Absences</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	Holiday Absences				<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr><tr><td colspan="4">Persistently Late</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	Persistently Late			
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Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																																
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Persistently Late																																																			
Date of birth : 17/10/2013 (Year 5)	Date of birth : 15/11/2008 (Year 10)	Date of birth : 05/03/2011 (Year 8)	Date of birth : 03/05/2012 (Year 7)																																																
Potential Prosecution : 17/09/2024	Unpaid : 09/10/2024	Unpaid : 18/10/2024	Unpaid : 18/10/2024																																																
<b>Taquddus Adhvikia Maloney</b> Robert Bruce School (p4r)	<b>Harvey Saydon</b> Abbey green base	<b>Aaron Eugene Reyes</b> Ardvreck School	<b>Abad Joyce Butcher</b> Bangalore base																																																
<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>0</td><td>0</td><td>1</td></tr><tr><td colspan="4">Holiday Absences</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	1	Holiday Absences				<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>0</td><td>5</td><td>1</td></tr><tr><td colspan="4">Holiday Absences</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	5	1	Holiday Absences				<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>1</td><td>0</td><td>1</td></tr><tr><td colspan="4">Combination</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	1	0	1	Combination				<table><tr><td>Current FPN</td><td>Previous FPN</td><td>Withdrawn FPN</td><td>Declined FPN</td></tr><tr><td>1</td><td>0</td><td>0</td><td>2</td></tr><tr><td colspan="4">Holiday Absences</td></tr></table>	Current FPN	Previous FPN	Withdrawn FPN	Declined FPN	1	0	0	2	Holiday Absences			
Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																																
1	0	0	1																																																
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Current FPN	Previous FPN	Withdrawn FPN	Declined FPN																																																
1	0	0	2																																																
Holiday Absences																																																			
Date of birth : 30/12/2013 (Year 5)	Date of birth : 30/03/2012 (Year 8)	Date of birth : 19/09/2013 (Year 5)	Date of birth : 12/07/2012 (Year 7)																																																
Unpaid : 09/11/2024	Unpaid : 29/11/2024	Unpaid : 19/12/2024	Action needed : 20/12/2024																																																

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

Father 1	George Bell	The Folly, 1 Stannard Way, Cardington, Bedford, MK44 3SG	Potential Prosecution	-	
Mother 1	Georgia Bell	The Folly, 1 Stannard Way, Cardington, Bedford, MK44 3SG	Submitted	-	
Aunt	Joanna Hunt	Railway Station, Bedford, MK44 3SG	Submitted	-	
<div>+</div>					
<b>Additional Information</b>					
These are the expectations for the improvement period					
<b>Review FPN</b>					
<div>EDITREQUEST INFORMATIONWITHDRAWISSUEPROCEED TO PROSECUTION</div>					
<b>Previous, Withdrawn and Declined FPNs</b>					
<div>&gt; Submitted 17/09/2024Holiday AbsencesPaid</div>					
<div>&gt; Submitted 17/09/2024Holiday AbsencesPaid</div>					
<div>&gt; Submitted 17/09/2024Holiday AbsencesWithdrawn</div>					
<div>&gt; Submitted 17/09/2024Holiday AbsencesProceed To Prosecution</div>					

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:

To:

Total Sessions: (optional)

02/09/2024

06/09/2024

+

Documents and letters

Absence Certificate .docx

×

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	

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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.