

Meaning of each status within the FPN Portal

Triage	Received by FPN team
Duplicate fine this academic year	Child has been issued one FPN already this academic year
Outside compulsory school age	child has not yet reached the prescribed day following their 5 th birthday. If child has, then check child's date of birth and term issued to ensure these are both correct.
To be reviewed – late issue	FPN request made more than 15 days after absence end date. (This could be due to a school holiday)
Ready to be issued	ready for next FPN batch to be sent. If FPN remains at this status for longer than 2 weeks please contact FPN team
Issued pending early payment	within 21 days of FPN being sent to parent. £60 payment required to satisfy
Issued pending later payment	between 21 and 28 days of FPN issue date. £120 payment required to satisfy.
Final warning letter	Day 28. Final warning letter sent to parent
Notice to court	Day 29 onwards. Period to determine if legal action appropriate and available court date
Paid	Parent has made payment
Withdrawal request	School / FPN Team request withdrawal. Reason for withdrawal specified in withdrawal section
Withdrawn	Withdrawn
Refused	Refused by FPN team. Outside Code of Conduct or missing information, check for message from FPN team.
Paused	Timescales of FPN paused. Most used when parents request additional time to pay at lower rate due to financial hardship. Can also be used by school if they are unable to respond to a parents dispute in a timely manner
Summons	Court Paperwork sent to parents
Awaiting prosecution	Deadline for parents to submit mitigation to court has past. Waiting for court hearing
Prosecuted	Court decision