# **Unauthorised leave (term time holidays) - Essex Fixed Penalty Notice Portal – Guidance for Schools**

**September 2024**

# **SCHOOL - Adding a New Fixed Penalty Notice (FPN) Request**

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| Using the FPN Portal |  | |
| **Activity** | **Screen** |
| Select the school the FPN request is being submitted from |  |
| Search for the student the FPN request is for |  |
| Click on the “Start new request” icon in the bottom right of the card – select a reason for the request.  **N.B. Holiday absences is the only reason which should be selected here – requests for penalty notices for other absence reasons must be submitted via the alternative referral pathways, available via Essex Schools Infolink,** |  |
| Click Next to take you to the Carers step – add one or more parents and carers |  |
| Click Next to take you to Dates step – add one or more dates or date ranges |  |
|  | Click Next to take you to Evidence step – select one or more files – ensure that all evidence listed within the guidance provided is uploaded to your FPN request |  |
|  | Click Next to take you to Further Information step – it is optional to record text here |  |
|  | Click Next to take you to Submission next – you must agree to the Terms & Conditions to click Submit |  |
|  | Click Submit displays a confirmation window |  |