

**PENALTY NOTICE REQUEST****Reason for Penalty Notice**Unauthorised Persistent absence ☐Unauthorised Leave of absence ☐Excluded pupil ☐Truancy Sweep (Police Only) ☐

Registered pupil at: .....School

**Pupil Details:**

|                                     |             |             |
|-------------------------------------|-------------|-------------|
| Name: .....                         | MALE/FEMALE | D.O.B. .... |
| Address:<br>.....                   |             |             |
| .....Postcode: .....                |             |             |
| Telephone No: .....Mobile No: ..... |             |             |

**Parent/Carer (please add any additional parent/carers)**

|                                             |
|---------------------------------------------|
| <b>Name:</b><br>.....                       |
| Relationship to pupil.....                  |
| Address (if different from above):<br>..... |
| .....Postcode: .....                        |
| Telephone No: .....Mobile No: .....         |
| <b>Name:</b><br>.....                       |
| Relationship to pupil.....                  |
| Address (if different from above):<br>..... |
| .....Postcode: .....                        |
| Telephone No: .....Mobile No: .....         |

**Dates of unauthorised absence**

The named pupil was absent from school on the following dates:

.....  
.....

And this absence is recorded in the school register as unauthorised. (Please attach a signed attendance certificate showing the period).

**Declaration**

I am the Head Teacher/Acting Head Teacher of the School named. I certify that this request for a Penalty Notice has been considered in line with the School Attendance Policy.

- Does the case fulfil the criteria laid out in the Code of Conduct? Yes / No
- To the best of my knowledge there are no exceptional circumstances to consider.
- Does the pupil have any statement of Special Educational needs? Yes / No / NA
- Does the pupil have a Disability under the Equality Act 2010? Yes / No / NA
- The school is not beyond the statutory limits for walking, but if so, transport was available. The limit of two miles for pupils under 8 years old; three miles for pupils aged 8 and over: Yes / No / NA
- ❖ Did parents request authorisation prior to leave of absence: Yes / No / NA
- ❖ School responded in writing to decline authorisation of leave of absence: Yes / No / NA
- School issued letter to parents informing them of responsibilities during first 5 days of exclusion. Yes / No / NA
- Evidence can be provided to substantiate the child has been in a public place during school hours. Yes / No / NA
- Is there an Assessment of need and a plan of intervention in place? Yes / No / NA
- Is there any evidence of lack of co-operation from parent/carer? Yes / No / NA
- Has the parent/carer been informed of potential Penalty Notice for persistent absence? Yes / No / NA

**PLEASE ATTACH COPIES OF ALL CORRESPONDENCE WITH REQUEST, AND SEND TO THE LOCAL SUPPORT TEAM.**

Name: ..... Position .....

Signature ..... Date: .....