

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:
.....
..... Postcode:

Telephone No: Mobile No:

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

Name:
.....

Relationship to pupil.....

Address (if different from above):
.....
..... Postcode:

Telephone No: Mobile No:

Name:
.....

Relationship to pupil.....

Address (if different from above):
.....
..... 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: