

**PENALTY nOTICE Request sheet**



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| NB: Please only type the details when completing this form | | | |  |
| **Parent / Carer 1’s details** | | **Parent / Carer 2’s details** | | |
| **Title** | **Mr/Mrs/Miss/Ms/Dr/Other** | **Title** | **Mr/Mrs/Miss/Ms/Dr/Other** | |
| **Forename** |  | **Forename** |  | |
| **Surname** |  | **Surname** |  | |
| **DOB** |  | **DOB** |  | |
| **Full address** |  | **Full address** |  | |
| **Postcode** |  | **Postcode** |  | |
| **Telephone numbers** |  | **Telephone numbers** |  | |
| **Email address** |  | **Email address** |  | |

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| **Child 1’s details** | | **Childs 2’s details** | |
| **Forename** |  | **Forename** |  |
| **Legal surname** |  | **Legal surname** |  |
| **Chosen surname** |  | **Chosen surname** |  |
| **DOB** |  | **DOB** |  |
| **Year group** |  | **Year group** |  |
| **Full address** |  | **Full address** |  |
| **Postcode** |  | **Postcode** |  |

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| **Please select only ONE of the options below** | | | | | | |
| **Option 1: Complete below for a penalty notice for a Leave of Absence (LOA) in Term Time** | | | | **Option 2: Complete below for a penalty notice for Unauthorised Absences (General attendance)** | | |
| Did parent/carer request a leave of absence: (please only tick (🗸) one box | Phone call | |  | Attendance this academic year % | Overall Attendance % | |
| Text/Dojo message | |  | Authorised % | |
| Email | |  |
| LOA request | |  | Unauthorised % | |
| No LOA request | |  |
| **Have you done the following** | | | | **Have you done the following** | | |
| 1. Sent a letter in response to the above | | Yes / No | | 1. Sent 1st letter warning of possible penalty notice due to the number of unauthorised absences | | Yes / No |
| 1. Sent a letter advising that a penalty notice request has been made to the Local Authority | | Yes / No | | 1. Sent 2nd letter advising that a penalty notice request has been made to the Local Authority | | Yes / No |
| 1. Included an attendance certificate **(with the absence coded as G)** for the school year to date | | Yes / No | | 1. Included an attendance certificate **(with the absences coded as unauthorised)** for the school year to date | | Yes / No |
| **Submit this request as soon as possible following the child’s return to school** | | | | **Ensure you have given the warning at the start of the required 6 week monitoring period** | | |
| **Please submit all your paperwork as one combined bundle which has editing enabled if sent as a PDF.**  **Ensure full details are provided.**  **If either of the above is not done, the paperwork will be returned to you.**  The supporting information required is signed copies of all letters, LOA request/email or details of phone call/message, attendance record for the current academic year only, and copies of emails and delivery receipts (if applicable) | | | | | | |

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| **Details of the person completing this form** | | | |
| **Name** |  | **Telephone number** |  |
| **Job title** |  | **Email address** |  |
| **School** |  | **Date PN requested** |  |

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| **Any other relevant information (e.g. details of phone calls/text messages)** |
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**For NCC EEO Officers use ONLY**

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| **PN Type** | **Leave of absence** |  | **Unauthorised absence** | |  | **Unauthorised lateness** | |  | **Exclusion** |  |
| **No. of UA sessions** |  | **School name** | |  | | | | | | |
| **PN date period** | **From:** | | | | | **To:** | | | | |
| **Letter from** |  | | | | | **Date of letter** |  | | | |

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| **Date excluded** |  | **Number of days excluded** |  | **Date seen in public** |  | |
| **Seen in public by who and where** |  | | | | |

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| **Checked by EEO** | **Yes/No** | **Initials** |
| **Mosaic -** | | |
| **Capita -** | | |
| **Experian -** | | |

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