



Penalty Notice Request - Part B (of A and B)

All details to be completed:

Pupil Details

Name		Date of Birth	
Address			
	Post Code		
School		Year Group	

Parent/Guardian Details (1)

Name		Date of Birth	
Address			
	Post Code		
Relationship to Pupil		Phone Number	

Parent/Guardian Details (2)

Name		Date of Birth	
Address			
	Post Code		
Relationship to Pupil		Phone Number	

Attendance Details

I confirm that the pupil named above was absent from school for unauthorised sessions during the period (first date of absence) to (last date of absence)

Declaration (to be signed by headteacher or the designated deputy/assistant headteacher)

I confirm that the details contained on this form are true to the best of my knowledge and belief. I confirm that I have read the attached Part A of this Penalty Notice Request and taken into account the information contained therein when making this Penalty Notice request. I am aware that this form, together with Part A and other related documentation, may be used as evidence should the penalty notice be unpaid and the case proceed to prosecution.

Signed	
Name	
Designation	
Date	

Please send the completed form and supporting information to: Education Welfare (CH), PO Box 3176, Bristol City Council, BS3 9FS