



## Penalty Notice Request – Checklist for Schools

Task	Completed
<b>Part A Completed</b> <ul style="list-style-type: none"> <li>✓ This form does not have to be completed by the Headteacher</li> <li>✓ Parents' titles and full names completed</li> <li>✓ Child/ren's full names completed – <b>If there is more than one child being referred, you can put them all on ONE part A.</b></li> <li>✓ Date of births &amp; school completed</li> <li>✓ ALL questions are answered. If a question isn't applicable, please write 'N/A' in the space provided – if any questions are blank, the form may be returned</li> <li>✓ Ensure this form is <b>signed</b></li> </ul>	<i>Please tick all boxes once completed</i>
<b>Registration Certificate for current academic year and previous academic year</b> <ul style="list-style-type: none"> <li>✓ Ensure that on the current academic year's registration certificate, the following paragraph is on the bottom and is signed and dated by the <b>Head Teacher/authorised Deputy</b>: <ul style="list-style-type: none"> <li>○ <b>'I am the .....(Job title).. of ..... School. I hereby certify that to the best of my knowledge, this document is an accurate representation of ..... 's attendance.'</b></li> </ul> </li> <li>✓ A copy of the previous academic year's registration certificate is included. (This is for background information)</li> </ul>	
<b>Part B Completed</b> <ul style="list-style-type: none"> <li>✓ <b>Pupil's details:</b> <ul style="list-style-type: none"> <li>○ Child's full names completed – <b>All children must have their own Part B form</b></li> <li>○ Date of birth, year group &amp; school completed</li> <li>○ Full address &amp; post code completed – <b>If the address appears on the registration certificate it must match the address stated on the form</b></li> </ul> </li> <li>✓ <b>Parent/Guardian details 1 &amp; 2:</b> <ul style="list-style-type: none"> <li>○ Parents' titles &amp; full names completed</li> <li>○ Date of birth (if known) – <b>If a PN is unpaid and goes to prosecution under the higher 1A offence, BCC Legal services will require this information</b></li> <li>○ Full address &amp; post code completed</li> <li>○ Relationship to pupil &amp; telephone number if known</li> </ul> </li> <li>✓ <b>Attendance details:</b> <ul style="list-style-type: none"> <li>○ Complete the first &amp; last <b>unauthorised</b> absence dates and the total <b>unauthorised</b> sessions – <b>Please check these against the registration certificate. Minimum of 8 sessions of unauthorised absence within a period of 10 school weeks.</b></li> </ul> </li> <li>✓ <b>Declaration:</b> <ul style="list-style-type: none"> <li>○ Please ensure this form is signed by the Head or authorised Deputy</li> <li>○ Ensure this form is dated and the designation is completed</li> </ul> </li> </ul>	
<b>Supporting evidence is included</b> <ul style="list-style-type: none"> <li>✓ <b>Examples of this are:</b> <ul style="list-style-type: none"> <li>○ Copies of request for absence form</li> <li>○ Copies of letters to the parent/s informing them the leave is not authorised</li> <li>○ Copies of letters warning parents that they may receive a Penalty Notice</li> <li>○ Any other copies of correspondence between parent/s &amp; school regarding the unauthorised absence relating to the offence period</li> <li>○ Any other information relating to the offence period you think may be helpful</li> </ul> </li> </ul>	