



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

Full Name of Parent(s)	
Name of Child(ren)	
Date of Birth(s)	
School	

Please answer the questions below accurately, and include as much information as possible, the boxes will expand as you type. If you are unsure whether information is relevant, please contact the Education Welfare Service on 0117 3521439 for advice. Where an answer is not applicable, please write 'n/a'.

1. What is the family's first language (including Braille or BSL)? *(If not English, has correspondence with parent/s been in their first language, or accessible to them through translators/signers, or how has/have the parent/s been made aware of the school attendance procedures/expectations?)*

2. Does the parent/s have any literacy or other learning difficulties that you're aware of? *(If so, please explain how correspondence with the parent/s has been in a format which they have been able to understand.)*

3. Is this penalty notice in respect of a single period of unauthorised term time leave of absence? *(Most often this will be an unauthorised holiday request, but it could be a request for other exceptional reasons which the school has also refused to authorise.) If 'no' please skip to Q5. If 'yes', please explain why the absence was not authorised. For example: 'The absence was not authorised because the headteacher did not consider the reason for the absence request to be exceptional.'*

Yes/No (Please give details and attach any relevant documentation)

4. Has the school contacted the parent/s regarding the leave of absence request? *If 'yes', please explain how (letter, phone etc), dates of contact, name and position of staff member involved and the outcome of the contact. If 'no', please explain why contact has not been made.*

Yes/No (Please give details and attach any relevant documentation)

5. Is this penalty notice in respect of multiple unauthorised absences? (This could include absences coded as O, G or U.) *If 'yes' then please note you must have met, or at least attempted to meet, with the parent/s to discuss the attendance concerns and taken further action if necessary, in an attempt to resolve the issues before requesting a penalty notice. This may include referrals to other agencies. If you are unable to meet with the parent, please provide evidence of how you have tried to meet with them. You must be able to evidence at least 2 attempts e.g.: letters, telephone conversations, visit to the home.*

Yes/No (Please provide details, including dates of contact, method of invitation, meeting attendees, outcome, and attach any relevant documentation)



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6. If you answered 'yes' to question 5, what explanation/s has the parent/s given for their child's absence, e.g. bullying, sickness, holiday, transportation problems? (If none, please state 'none')

(Please list each unauthorised absence date with comments and/or attach comments report/log and attach any other relevant documentation)

7. If you answered 'yes' to question 5, please explain why the absences were not authorised by the school **AND** what action has been taken by the school to follow this up.

(Please provide details of how the parent/s was/were informed that the absences would be unauthorised and attach any relevant documentation)

8. Please explain how the parent/s was/were made aware that a penalty notice may be issued for their child's unauthorised absence from school.

(Please attach any relevant documentation, e.g. letters to parents, school newsletter etc)

9. Please provide any additional information or letters you think we should be aware of.

(Please give details and attach any relevant documentation)

Please include an attendance certificate for this academic year signed by the headteacher with this form (or both the current and previous academic years, if the period of the penalty notice absence spans both). Please also include an attendance certificate for the academic year prior to the penalty notice absence as background information.

DECLARATION:

I confirm that the details contained on this form are true to the best of my knowledge and belief. I understand this form and other information may be used as evidence should the penalty notice be unpaid and the case proceed to prosecution.

Signed

Print Name:

Job Title:

Date:

After completing this form, please ensure a Penalty Notice Request Part B is completed and signed by the headteacher.