**BARNSLEY MBC Request to issue Warning Letter PN3a**

**Confirmation of excluded pupil present in a public place during school hours**

**School where pupil is on roll: …………………………………………………………………**

***Pupil Details:***

**Name: …………………………………………Year:…….. D.O.B. …………………………….**

**Address:………………………………………………………………………………………………**

**Tel. No.………………………………………………………………………………………………..**

 **Male / Female**

***Parent/Carer details: this must be the person who has been issued with the exclusion papers:***

**Full Name:…………………………………………………………. D.O.B.**

**Address: ……………………………………………………………………………………………...**

**……………………………………………………………………………………………….**

**Dates and times of pupil present in a public place:**

**I confirm that the pupil named above was present in a public place during the specified days of exclusion:**

**Date(s): ………………………………….. Precise Time(s): ……………………..**

**Location where seen: …………………………………………………………………………**

**Reason given by pupil for being present in a public place during school hours:**

**……………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………**

**Any other details** (for example – if alone or with another(s):

**...................................................................................................................................................**

**……………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………**

**Date of Exclusion** (date when school informed parent of their parental responsibility and the dates to which it relates) ………………………………………………….

**Declaration**:

**I confirm the details contained on this form are true to the best of my knowledge and belief.**

**Signed: ………………………………………………..**

**Name ………………………………………………..**

**Position: ………………………………………………….**