**PN2 Request Form Barnsley MBC**

# Confirmation of pupil absence in relation to the issue of a Warning Letter / Penalty Notice

|  |  |
| --- | --- |
| School |  |
| Pupil Full Legal Name  |
| DOB: | Year Group |
| Home Address |  |
|  |
| Parent 1 Full Name  |  | Parent 2 Full Name  |  |
| Parent 1 DOB |  | Parent 2 DOB |  |
| Parent 1Telephone |  | Parent 2Telephone |  |
| Corresponding Address (This is the address where all correspondence in relation to this request will be issued) |  | Corresponding Address (This is the address where all correspondence in relation to this request will be issued) |  |

Dates of absence:

I confirm that the pupil named above was absent from school during the period below and that this absence has been recorded by the school as unauthorised (G code)

|  |  |  |
| --- | --- | --- |
| First date of absence  | Last date of absence  | Total sessions missed |
|  | Tick | Date  |
| Leave of absence form received  |  |  |
| Reply letter sent |  |  |
| Reason to believe letter sent  |  |  |

**Declaration:**

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

**At this stage the Local Authority will NOT require supporting documents. By signing the below you agree to have followed process and to store these documents for 6 months. If this case proceeds to court the Local Authority will require the documents to be sent to us.**

**I understand that the Local Authority will process this Penalty Notice on behalf of the school.**

**Signed: ……………………………………… Head teacher Date: ……………………….**

**Name: …………………………………………**

Please return the completed form and associated documents to the Education Welfare Penalty Notice Inbox - EducationWelfarePenaltyNotice@barnsley.gov.uk

**Please ensure that a current attendance certificate with G codes is attached with this form.**