**PN1 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) |  |
| The family has a social workerThe family has EHAThe family has a Family Support Worker/ Targeted Early Help Support Practitioner Yes / NoYes/ NoYes/ No |
| Please outline the interventions and support offered to the family by school to improve attendance (if this is blank the PN will not be processed) |
|  |

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 (O or U code)

|  |  |  |
| --- | --- | --- |
| First date of absence  | Last date of absence  | Total sessions missed |

**Declaration:**

**I confirm that the details contained on this form are true to the best of my knowledge and belief and if the school is made aware of any changes to pupil/family details and/or circumstances the school shall notify the Education Welfare Service without undue delay.**

**Please Note: consideration should be made regarding Penalty Notice deadlines and review periods.**

**Failure to notify the Education Welfare Service regarding change of circumstances could potentially result in correspondence being issued to an incorrect address.**

**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 complete with comments report is attached to this notice identifying ten or more unauthorised sessions (coded as O/U) in any given term.**