# Penalty Notice Request Form

**Please read the following carefully before you complete the form**

## Information Governance Disclaimer

1. **Agreement between the school/academy and the Local Authority**
   1. By requesting this Notice to Improve and/or Penalty Notice, you agree to supply us with the most up to date and accurate correspondence address for the parent/carer. This is the address that the Notice and any subsequent court documents will be sent to. Please check all details are correct on the form prior to sending this to EWS.
   2. If you are made aware of any change of address for the family during the process of a Notice being issued by the Local Authority, please inform [educationwelfarepenaltynotice@barnsley.gov.uk](mailto:educationwelfarepenaltynotice@barnsley.gov.uk) immediately.
   3. If you are made aware of any mistakes on this form, or that correspondence has been sent to the wrong address or person, please contact us in the same way as point 1.2.
   4. If the Penalty Notice or Notice to Improve contains any material errors, the Notice will be withdrawn.
   5. If incorrect parent/carer or address information is provided by school to the Local Authority, we advise you to undertake an information governance investigation in line with your school or academy policies.
   6. We ask that you undertake reasonable steps (such as a home visit) to attempt to retrieve the letters if they have been requested to go to the wrong address or parent. We ask that you please find out from the occupier what they have done with the incorrect post (returned to sender, placed in the bin, unopened or opened) or if they still have this correspondence, please retrieve this from the occupant.
   7. If you are unable to undertake this intervention or require further advice, please contact EWS to discuss the matter further.

## Guidance for completing the Penalty Notice Request Form

If you are completing the PN request for a Term Time Holiday/ Leave of Absence, you only need to complete Side 1 of the paperwork.

Always attach a registration certificate electronically to the bottom of the form. The certificate must clearly indicate that it belongs to the relevant pupil and absences must match the PN request. There must be no N codes on the certificate and be pasted into the word document of the form.

Ensure the registration certificate matches the dates and number of absences that are on the form. Ensure you include both parents where appropriate to do so.

It is important to indicate when the last PN was requested. This will determine what fine is imposed or what action may be taken for this offence.

If you are combining a mix of G and O/U codes, please consider if support is appropriate (if less than half of the codes are G please consider support and Notice to Improve)

Please ensure this form is submitted as a Word document with relevant supporting information pasted into the same word document (we will no longer accept handwritten forms or scans)

Following a Notice to Improve it is schools’ responsibility to contact the LA after the monitoring period. The LA will not send any reminders. If school do not contact the case will be closed and PN will not be issued.

Please ensure you consult all relevant professionals before completing this form.

# Penalty Notice Request Form Barnsley MBC

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Is support suitable to improve school attendance? | | **If support is not suitable, e.g. a Term Time Holiday complete side 1**  **If support is suitable complete side 1 and 2.** | | | | |
| Yes | No |
| School: | | | | | | |
| Pupil Full Legal Name : | | | | | | |
| DOB: | | Year Group: | UPN (mandatory field): | | | |
| Home Address: | |  | | | | |
|  | | | | | | |
| Parent 1 Full Name | |  | | | Parent 2 Full Name |  |
| Parent 1 DOB | | Relationship to child | | | Parent 2 DOB | Relationship to child |
| Parent 1Telephone | |  | | | Parent 2Telephone |  |
| Corresponding Address (This is the address where all correspondence in relation to this request will be issued – please check this against your system and child’s registration certificate. If any discrepancies to reg cert please explain) | |  | | | Corresponding Address (This is the address where all correspondence in relation to this request will be issued – please check this against your system and child’s registration certificate.  If any discrepancies to reg cert please explain) |  |
| Parent filling in holiday form: | | | | Parent(s) taking holiday: | | |

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, U, G) (Minimum 10 in 10 weeks)

|  |  |  |
| --- | --- | --- |
| **First date of absence** | **Last date of absence** | **Total sessions missed:**  **Attendance % during 10 weeks quoted:** |
| **Date last Penalty Notice Requested** | **Date started with school** | **Previous schools/ Local Authorities** |
| For leave of absence in term time please complete the 3 below columns (Where G codes occur in reg cert) | | |
| **Leave of absence request date** | **Reply letter sent date** | **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 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. 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. I understand that the school is the data controller and requester for this submission and therefore accountable should any data breaches occur. I confirm that all details have been checked against the records on school systems.**

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

|  |  |  |
| --- | --- | --- |
| **SIDE 2 -** Please read and complete the following: | Yes/ No | Name, contact and date of discussion |
| I have discussed this request for a notice to improve with appropriate staff in school such as DSL, attendance, SENCO and as a school we feel this is appropriate and proportionate action required to enact an  improvement in school attendance. We have documented the outcome of this discussion. |  |  |
| The family has a social worker, or a youth justice worker and school have discussed this request with them. We have documented the outcome of this discussion. Is this professional in agreement? If not, why? |  |  |
| The family has EHA and school have discussed this request with the  lead practitioner. We have documented the outcome of this discussion. If there is no EHA why? Has this been offered? |  |  |
| The family has a Family Support Worker/ Targeted Early Help Support Practitioner and school have discussed this request with them. We have documented the outcome of this discussion. Is this professional in agreement? If not, why? |  |  |
| This request for a Notice to Improve has been discussed with the parent(s) and they are aware of the attendance expectations moving forward and support offered by school. If parent has not engaged, school have written to the parent to make them aware of the expectation and  offer of support. We have documented the outcome of this discussion and any letters sent. |  |  |
| **What are the barriers to attendance?** | | |
| **Details of Support** | | |
| **Please outline the interventions and support offered to the family by school to improve attendance. This must be specific to the pupil, please include dates of letters, meetings with parent/carer and any action plans in place or attendance contracts. Please attach documents/ CPOMS logs to the email.** | | |
| **Has the support above been engaged with effectively? Please describe any barriers to the support being accessed**. | | |
| **Further support that can be offered at this stage** | | |
| **Targets for sufficient improvement**   1. At least a 20% improvement in attendance during the monitoring period 2. (add any further targets here) | | |
| **Are there any school age siblings? Please give details below and which school they attend** | | |

Please return the completed form and associated documents to the Education Welfare Penalty Notice Inbox - [EducationWelfarePenaltyNotice@barnsley.gov.uk](mailto:EducationWelfarePenaltyNotice@barnsley.gov.uk)