**PENALTY NOTICE REFERRAL FORM**

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| 1. **NAME and DESIGNATION OF REFERRER** |  |
| 1. **SCHOOL** |  |

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| 1. **CHILD’S FULL NAME** |  | | |
| 1. **CHILD’S DATE OF BIRTH** |  | | |
| 1. **Ethnicity** |  | 1. **Year Group:** |  |
| 1. **ADDRESS** |  | | |
| 1. **FULL NAME OF MOTHER (OR CARER)** |  | | |
| 1. **FULL NAME OF FATHER (OR CARER)** |  | | |
| 1. **Do parents live in the same address?** | **Yes:  No:** | | |
| 1. **If ‘No’ to 10 above, the other address if known** |  | | |
| 1. **Parent(s) phone number** |  | | |

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| 1. **PERIOD OF ABSENCE FOR WHICH PENALTY NOTICE IS REQUESTED (this should be within 6 weeks to the date of referral unless before summer holidays)** | **From***: (pick date)*  **30/08/2017** | **To:** *(pick date)*  **30/08/2017** |

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| 1. **Checklist of information for referral for consideration of the issuing of a penalty notice** | | **Tick** |
| 1. Referral meets the threshold for consideration for issuing of a Penalty Notice in terms of Penalty Notice Code of Conduct? (Section 3) | |  |
| 1. Attendance printout for previous & current years attached | |  |
| 1. Referral for Penalty Notice is in relation to a persistent absence rate of below 85% unauthorised absence over a six week period | |  |
| 1. Parent/carer has taken child out of school for leave in term time without the permission of school staff | |  |
| 1. School considered history of previous leave taken in term-time and previous attendance rate | |  |
| 1. Evidence of action undertaken by school staff to resolve the attendance issues to be attached – including copies of any communication to and from parents, original application for exceptional leave from parent/carers where applicable, letters/documents from parents, attendance contracts, etc.. | |  |
| 1. Evidence attached of consultation with other professionals involved should be attached | |  |
| 1. Attendance details of siblings- where appropriate. | |  |
| 1. Please provide summary of action school took before & after pupil returned to school, e.g. phone conversation or meeting with family: |  | |
| 1. Please provide summary of Parent/Guardian response: |  | |

**The Attendance Officer will respond to requests within 10 school days of receiving the request for consideration of a penalty notice.**