

**PENALTY NOTICE PROFORMA**

**Request for SBC to issue a Fine (Penalty Notice) or Warning of fine**

**SCHOOLS – It is mandatory to complete the form completely and accurately. Failure to do so will result in the form being returned.**

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| **School Name:** |
| **Pupil Details:** | Year group: | Date of Birth: | Ethnicity: |
| Name |
| Address |
| **Parent/Carer details (1):** | Mr, Mrs, Miss, Ms, other – please specify |
| Name (**must** include first name and surname in full of parent/carer) |
| Address *(if different to above-by completing this parents’ details you are confirming that, aside from PR, the parent is actively involved in the child’s school attendance)* |
| Telephone numbers: Home |  |
|  Mobile |  |
| **Parent/Carer details (2):** | Mr, Mrs, Miss, Ms, other – please specify |
| Name (**must** include first name in full of parent/carer) |
| Address *(if different to above-by completing this parents details you are confirming that, aside from PR, the parent is actively involved in the child’s school attendance)* |
| Telephone numbers: Home |  |
|  Mobile |  |
| **PLEASE SELECT ONE and attach a copy of the attendance certificate in both cases:****PN WARNING REQUEST 🗌** 10 unauthorised sessions of absence over a 12 week period. Provide details of any relevant information and interventions taken by school if applicable**PN (FINE) REQUEST 🗌****Dates of absence:** ………………………………………………………………..10 consecutive sessions of unauthorised absence, code G. Please attach copy of “leave of absence” request completed by parent/s |
| **Declaration:** I confirm that the details contained on this form are true to the best of my knowledge and belief. |
| Signed (Headteacher): | Please print name: |
| Completed by (school attendance):  | Please print name: |
| Date: |  |
| **LA Office Use;** |
| Signed (Attendance/CME Officer at SBC): | Please print name: |
| Date: |  |