# **Penalty Notice Proforma**

Request for SBC to issue a Penalty Notice/Fine (PN) for Unauthorised Holiday

**Criteria:**

Penalty Notice requires 10 consecutive sessions (5 days) or more of unauthorised absence Code G

***It is mandatory to complete the form accurately (see Guidance & Completion notes). Failure to do so will result in the form being returned.***

Please complete (***typed*** *not handwritten*) and return in **Microsoft Word format** to attendance@slough.gov.uk using the following text within the **subject box of the email**.

**Penalty Notice -** **‘PN | School Name** | **Initials of Pupil’** – e.g. PN | Slough Secondary | JB

## **PN**

Dates of absence for issue of PN:

From: .. / .. / .. To: .. / .. / .. Number of school days missed: …

10 consecutive sessions of unauthorised absence, code G

## **Pupil Details**

| **Pupil Details** | **Information** |
| --- | --- |
| School Name |  |
| Child’s full name |  |
| Address (which has been confirmed by parent or pupil) |  |
| Year Group |  |
| Date of Birth |  |
| Ethnicity |  |
| Date of last attendance |  |
| **Known Siblings** -Sibling name/s and school name/s they attend |  |

## **Parent/Carer Details**

| Parent/Carer | Details |
| --- | --- |
| Parent / Carer 1Full name: |  |
| Telephone number:  |  |
| Email address  |  |
| Parent / Carer 2Full name: |  |
| Telephone number |  |
| Email address |  |
| Home address (if different from pupil) |  |

## **Checklist for schools prior to submitting referral**

| **Item to check** | **Tick when complete** |
| --- | --- |
| 7.1 Copy of latest registration certificate - attached  |  |
| 7.2 Copy of Leave of absence/holiday request from parent - attached  |  |
| 7.3 Copy of schools response to the leave request - attached  |  |
| 7.4 All sections of the form have been completed in full |  |

## **Declaration**

I confirm that the details contained on this form are true to the best of my knowledge and belief. I authorise SBC to issue a Penalty Notice as per the information provided on this form.

**Completed by (designated school officer):**

Please print name:

Date:

**Signed & Authorised by (Headteacher):**

Please print name:

Date: