

# Hertfordshire County Council

## Children's Services Integrated Services for Learning Attendance Team

### Application for a Penalty Notice to be issued

Name of person requesting issue of Penalty Notice:	
Position: (Head, Deputy or Assistant Head Teacher only)	
Contact details:	

Pupil's Name:	
Date of Birth:	
School/Academy:	
Parent(s) <b>full</b> name(s):	
Address:	
Telephone:	

Date of warning letter:
<b>Please attach copies of:</b> 1. Warning letter 2. Certificate of attendance signed by the head teacher 3. Up to date SIMS (or equivalent) printout <b><i>Please note that applications will not be processed if the necessary information is not attached</i></b>

#### The following sections must be completed

1. Information on supportive measures offered to family. Please include dates of any meetings held with parents to address poor attendance.


2. Information on the parent(s) failure to co-operate:



3. Has the pupil been referred to or discussed with the Attendance Improvement Officer?  
Yes/No – if yes, please give details


Any further information:


Please send this application **within 10 school days of the last absence** to the Attendance Team Manager for the area where the school is based.

**West Area Team covering -  
Watford, Three Rivers, Bushey and Radlett, St Albans and Dacorum, Hertsmere**

Attendance Team Manager, Post Point AP 1102, Apsley 2, Brindley Way,  
Hemel Hempstead HP3 9BF

**East Area Team covering -  
North Herts and Stevenage, East Herts and Broxbourne, Welwyn and Hatfield**

Attendance Team Manager, Post Point CH 0135, Room 127, First Floor, County Hall,  
Pegs Lane, Hertford SG13 8DF