**PLEASE NOTE THAT A SEPARATE APPLICATION SHOULD BE COMPLETED FOR EACH PARENT AND ANYONE ELSE TO WHOM A WARNING/NOTICE IS TO BE SENT.** **THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM MAY ALSO BE USED AS PART OF ANY LEGAL ACTION TAKEN SO EACH SECTION MUST BE FULLY COMPLETED**

PLEASE ENSURE ALL DOCUMENTATION REQUIRED AS PART OF THIS APPLICATION IS SENT AS ONE SCANNED DOCUMENT. SEPARATE DOCUMENTS WILL NOT BE ACCEPTED

**Hertfordshire County Council, Children’s Services**

**Statutory Attendance Support Team**

**Holiday Application for a Penalty Notice to be issued.**

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| Name of person requesting issue of Penalty Notice: |  |
| Position: (Head, Deputy or Assistant Head only) |  |
| Contact details: |  |
| Name of person completing application: |  |
| Pupil’s Name & UPN: |  |
| Date of Birth: |  |
| Date pupil started at school: |  |
| School/Academy: |  |
| **Parent/Carer full name and relationship to child**: |  |
| Address: |  |
| Email address:  |  |
| Telephone: |  |

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| **Please confirm the following:** |
| 1.  You have read the Code of Conduct, and this application complies | **Y/N** |
| 2.  Please confirm who will provide a witness statement and/or attend court as required – Name:   Designation: |

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| **Please provide the following within 10 school days of the pupil having returned to school.** |
| 1. Copy of the application made by parents relating to the periods of absence that have been recorded using the G code for unauthorised leave/holiday taken during term time.
2. Copy of the written response (letter or email) sent by school advising that the absence would not be authorised and why the reasons for absence were not deemed to be exceptional.  If sent by letter, this must be on school letterhead, dated, addressed to each individual parent and proof of posting must be included. If sent by email, this must be to each parent’s individual e-mail address and delivery/read receipts must be requested.
3. Registration Certificate, signed by the applicant, clearly showing that the national threshold has been met and that the appropriate coding has been used to allow for a penalty notice to be issued.
4. When no application for leave has been submitted and the leave was taken without prior knowledge or discussion with the school, all communications between school and parent which clearly shows that the parents have been made aware of the school’s intention to issue a penalty notice as a result of the unauthorised absences that have been recorded.
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**All applications to be sent via Herts/Schools FX as follows –**

**West Area –** **attendancedutywest@hertfordshire.gov.uk**

**East Area –** **attendancedutyeast@hertfordshire.gov.uk**