**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**

**Unauthorised Absence 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.  Confirmation that all absences are within a rolling period of 10 weeks | **Y/N** |
| 3. You have included evidence that the issue of a Penalty Notice will change parental behaviour  | **Y/N** |
| 4. You have exhausted all avenues of support, including the offer of a Families First Assessment | **Y/N** |
| 5.Please confirm who will provide a witness statement and/or attend court as required – Name:Designation: |
| 6. You have sent each parent the Factsheet with the Notice to Improve letter   | **Y/N** |

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| **Please provide the following evidence:** |
| 1. Clear details of the “support first” approach which has been taken by schools/partners to identify the reasons for the pupil’s absence, any barriers impacting the pupil’s attendance and all support strategies which have been offered (whether engaged with by parent/s or not) to remove any such barriers.
2. Copies of all letters/emails sent to the parent/s to advise of the concerns held in relation to their child’s absence levels.
3. Copies of all letters/emails sent and/or details of all telephone calls which have been made to arrange meetings with the parent/s to establish the reasons for absence and identify what support may be needed to improve attendance patterns and prevent further unauthorised absence.
4. A copy of any attendance support plans which have been agreed with parent/s and whether these have been adhered to.
5. A link to the school’s Attendance Policy which makes clear the escalation process which may be applied in cases of unresolved irregular school attendance, including the risk of legal action under this code of conduct/section 444 Education 1996.
6. A copy of the Notice to Improve which has been issued to each parent, individually, if applicable. 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 toeach parent’s individual e-mail address and delivery/read receipts must be requested.1. Where a Notice to Improve has not been issued, schools will be required to share their reasons why.
2. Where a Notice to Improve has not been issued, a copy of the letter or email to parent/s advising them that they are at risk of receiving a penalty notice, should further unauthorised absence be recorded for their child.
3. A copy of the 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.
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| ***Please note that applications will not be processed if the necessary information is not attached.***  |

Please email this application **within 10 school days of the last absence** to the Penalty Notice Officer for the area where the school is based.

**All applications to be sent via Herts/Schools FX as follows –**

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

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