**Unauthorised Leave of Absence Penalty Notice Request**

This form can be used to request penalty notices in the following circumstances:

**A child who has recorded 6 or more continuous unauthorised absences due to an Unauthorised Leave of Absence during Term-Time (“G” Code Absences)**

This form can be used to request penalty notices for multiple children within a household, as long as the children live at the same address, have the same parent/carers, and the request is for the same period of leave.

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| --- | --- | --- | --- | --- |
| **Referrer:** | **First**  **Name** |  | **Last**  **Name** |  |
| **Job Title:** | |  | | |
| **Email Address:** | |  | | |
| **School Name:** | |  | | |
| **Attendance Lead** | **First**  **Name** |  | **Last**  **Name** |  |
| **Email Address:** | |  | | |

**Pupil Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **DOB:** | **UPN:** |
|  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **1) Parent**  **or Carer** | Title | First  Name |  | Last  Name |  |
| **Address** | | |  | | |
| **2) Parent**  **or Carer** | Title | First  Name |  | Last  Name |  |
| **Address** | | |  | | |
| (Note: Penalty Notices are issued against both parents/carers. Full names are essential) | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of **unauthorised** absence  \*period of unauthorised leave coded with absence code “G”. | **From** |  | **To** |  |
| Number of unauthorised sessions taken during period of leave. |  | Attendance % since start of the school year | |  |
| Did the parent request the leave of absence prior to the absence being taken? |  |  | | |

**Evidence Required – Please ensure that this is attached/included.**

**Unauthorised Leave / Holiday during term time**

1. **Term-time leave request** submitted by Parent;
2. **Letter sent by the school** refusing the leave of absence and informing the parent that a penalty notice may be requested and issued by Bradford Council;
3. **Attendance certificate** covering the unauthorised leave period only. **This certificate must be signed and dated by the head teacher ONLY.**
4. **Attendance certificate** covering the last 12 months
5. **Any additional evidence** in relation to the absence i.e. letter from parent etc.

**NB – In instances where the school become aware that a child has had an Unauthorised Leave / Holiday during term time after they’ve returned to school, a PN may still be requested, but school must write to the parent, stating:**

* Why the school have reached this conclusion
* That the period of absence will be unauthorised
* That a penalty notice may be requested and issued by Bradford Council.

Please email this form, copying in the headteacher / attendance lead and attaching all supporting documentation / additional information to [pn@bradford.gov.uk](mailto:pn@bradford.gov.uk)