**Poor Attendance / Excluded Pupil Penalty Notice Request**

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

1. A child has recorded 6 or more unauthorised absences in a 6-week period (but no more than 24 absences in those 6 weeks together with the preceding 6 weeks).
2. A child who was seen in a public place in the first 5 days of an exclusion.

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 reason.

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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)**   |  |  |  | | --- | --- | --- | | **Reason for Penalty Notice Request**  \*delete those not applicable | Poor Attendance | Child seen in a public place during the first 5 days of an exclusion | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of **unauthorised** absence  \*6 week period of poor attendance OR Day seen in public place | **From** |  | **To** |  |
| Number of unauthorised sessions in 6 week period |  | Attendance % | |  |

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

**Poor Attendance**

1. **Both Attendance Letters**, making parent aware of absences and consequences of continued unauthorised absence, that Bradford Council may be notified should any further unauthorised absence occur.  **NB Letter 2 must be dated during the absence period this referral relates to.**
2. **Attendance certificate covering the "offence period" only.  This certificate must be signed and dated by the head teacher ONLY.**
3. **Attendance certificate covering the last 12 months.**
4. **Any additional evidence**in relation to the absence i.e. letter from parent etc.

**Child seen in a public place during the first 5 days of an exclusion**

1. **A copy of exclusion letter** sent to the parent in relation to the child.  The letter must include a statement notifying the parent of their responsibilities during the first 5 days of the exclusion together with the consequences of non-compliance, including the issuing of a penalty notice if the child is seen in a public place during the first 5 days of an exclusion.
2. **Attendance certificate** demonstrating that the child was absent due to an exclusion during the day in question. **This certificate must be signed and dated by the head teacher ONLY.**
3. **A written statement(s) from the** w**itness(es)**documenting their account in relation to seeing the child in public.  The statement must include details of the location, date and time that the child was seen, and how the witness knew / recognised the child.  Statement must also state that the witness is happy to appear in court if necessary to provide their account in front of the Magistrates
4. **Supporting evidence**, including any photographic / video footage of the child present in a public place.

Please email this form and all supporting documentation / additional information to [attlegal@bradford.gov.uk](mailto:attlegal@bradford.gov.uk)