**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.

|  |  |
| --- | --- |
| **School Name:** |  |

**Pupil Information:**

|  |  |  |
| --- | --- | --- |
| **First Name** | **Last Name** | **DOB:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Parent/Carer Information:** (**Full names are essential)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1) Parent**  **or Carer** | First  Name |  | Last  Name |  |
| **Address** | |  | | |
| **2) Parent**  **or Carer** | First  Name |  | Last  Name |  |
| **Address** | |  | | |
| **Period of Offence:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of **unauthorised** absence \*period of unauthorised leave coded with absence code “G”. | **From** |  | **To** |  |
| Number of unauthorised sessions taken during period of leave. |  |  | |  |
| Did the parent request the leave of absence prior to the absence being taken? | **Y/N** | Who did the child go away with? | | Mum/Dad/  Both/Other |

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

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

**Unauthorised Leave 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. **Any additional evidence** in relation to the absence i.e. letter/email from parent etc.

**NB – In instances where the school become aware that a child has had an Unauthorised Leave 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.

The definition of a ‘parent’ is as defined under Section 576 of the Education Act 1996, namely: -

• All natural parents, whether they are married or not.

• Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.

• Any person who, although not a natural parent, has care of a child or young person and with whom the child lives and who looks after a child, irrespective of their relationship to the child.

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)