|  |  |  |  |
| --- | --- | --- | --- |
| School |  | Signed: | |
| (Headteacher) | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent 1 |  | Absent from to | |
| Parent 2 |  | Leave requested? Y/N | |
| Address |  | | |
| Child |  | DOB: | |
|  | …………………………………………………………........……………… | |  |

|  |  |
| --- | --- |
| **Penalty Notice Admin Only** | |
| 6 Week Period - | | | | | | | U/A Sessions | |
| 1) PN | | | 21 days | Paid £ | Date | Method | | Withdrawn  A B C D E |
|  |
| 2) PN | | | 28 days | Paid £ | Date | Method | | Withdrawn  A B C D E |
| PNSpr$ | Date | | Checked | PN Database | | | Scannned | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P28 Review** | | | | | | File | | | | | | PN$ NC/TC | | | | | N/Gate | DOB | | Stud ID | | |  | | |
| **SJP Review** | | | | | | File | | | | | | PN Spr$ | | | | |  | | | | | |  | | |
| **PREV CONV 1**  F VS C | | | | | | | | | | | | | | | | | **PREV CONV 2** F VS C | | | | | | | | |
| Check Prev | | | | | | | | | PN Spr$ - Entry | | | | | | | Diary | | | | | Pros Spr$ | | | | |
|  | | | | |  | | | | | | | | | | |  | | |  | | | | | |
| **SJP Docs** | | | | | Merge SJP Docs | | | | | | | | | | | ATT Cert | | | Check & Complete | | | | |
| **SJP Posted** | | | | | Email WY- LASJP | | | | | | | | | | | PN$ Posted | | | | | | | |
| **SJP HEARING:** | | | | | | | | | | | | | | | | **POST DATE:** | | | | | | | |
| **SJP OUTCOME** | | | | **P1** (G, NG, GA, W) | | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | |
| **P2** (G, NG, GA, W) | | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | |
| **NOT GUILTY PLEA** | | | | | | Court Hearing | | | | | | Stat Dec | | | | Adj 1 | | | | | Trial | | |
| **SOW** | Comp | | | | | | Check | | | | Email | | | | | Chase | | Copy | | | **POSTED:** | | |
| **BFD MAGS OUTCOME** | | | **P1** (G, NG, GA, W) | | | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | |
| **P2** (G, NG, GA, W) | | | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **WITHDRAWN** | | | | | | CME Y/N | | | PN$ | | | | Pros$ | | | Email | | Copy | | | | Diary | | |
| **CLOSED** | | Pros $ | | | | | | | | Feedback | | | | Check Pros$ | | | | Database | | | | | Legal Scan | |