|  |  |  |
| --- | --- | --- |
| 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 | WithdrawnA B C D E |
|  |
| 2) PN | 28 days | Paid £ | Date | Method | WithdrawnA 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| **WITHDRAWN**  | CME Y/N | PN$ | Pros$ | Email | Copy | Diary |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  |