

**Fixed Penalty Notice (Unauthorised Leave of Absence) Check List**

**1. Who has parental responsibility over the pupil?**

*Please name person who has day to day care if different*

Parental Responsibility .....

Day to Day Care.....

**2. Has the period of absence meant the pupil has missed at least 10 school sessions?**

Yes  No

**3. Has the parent named in response to question 1 previously received a Fixed Penalty Notice? If yes, when?**

No  Yes  Please specify below when:

.....  
.....  
.....

**4. Was a request made to the school by the parent for leave during the period you wish to issue a Fixed Penalty Notice for?**

Yes

If 'yes' what was the reason for refusal? Please attach copies of the correspondence exchanged.

.....  
.....  
.....

No

If 'no' please explain why an unauthorised leave of absence due to a holiday is suspected.

.....  
.....  
.....

**5. How has the parent been contacted regarding the unauthorised absences?**

School Meeting  Letter  Telephone Call

**6. What is the pupil's attendance history?**

.....  
.....  
.....

**7. Does the pupil have any statement of Special Educational Needs?**

No  Yes  please give details below

.....  
.....  
.....

**8. Does the pupil have a Disability under the Equality Act 2010?**

No  Yes  please give details below

.....  
.....  
.....

**9. What is known of the pupil's personal circumstances? E.g.: Mental Health, bereavement, domestic Violence or family dynamics?**

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.....

**10. Are there any exceptional circumstances that the Council should be aware of?**

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.....  
.....

**11. Has parent been in contact with the school in relation to the absence after your correspondence refusing their request?**

No   
Yes  Please give details below

.....  
.....  
.....

**12. Has the Cheshire West and Chester BC Code of Conduct been considered?**

Yes

No  Please give further details below

.....  
.....  
.....

Check list

Please ensure you enclose the following information, further information can be found in the Code of Conduct:

- A copy of your school newsletter or letter sent to parents regarding holidays in term time
- A copy of the leave of absence request made from parent/s
- A copy of your letter/ reply sent to parent/s
- Signed Head's Certificate
- Pupil Attendance / Registration Certificate

## Children and Families Services PENALTY NOTICE REQUEST (Application Form)

Registered pupil at: .....School

**Pupil Details:**

Name: .....	MALE/FEMALE	D.O.B.....
Address .....		
.....		
.....Postcode: .....		
Telephone No: .....	Mobile No: .....	

**Parent(s)/Carer(s):** Only complete with the parent/s information for whom who you are requesting an FPN for

Name: .....	
Address (if different from above): .....	
.....	
.....Postcode: .....	
Telephone No: .....	Mobile No: .....
Name: .....	
Address (if different from above): .....	
.....	
.....Postcode: .....	
Telephone No: .....	Mobile No: .....

**Dates of Absence**

The above named pupil was absent from school on the following dates:			
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
<b>This absence is recorded in the school register as unauthorised. (Please attach a registration certificate showing the period.)</b>			

**Declaration**

I am the Head teacher /Acting Head Teacher of the School named. I certify that this holiday request has been considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances to consider.

Information contained in this form will be used in legal action under the **Section 444, Education Act, 1996** relating to non-attendance at school in the event that an Education Penalty Notice is issued and remains unpaid. I request that the Local Authority issue a Penalty Notice to the parent(s)\* of the following pupil:

**Name of Pupil** ..... **DOB** ..... **Year** .....

\*The expression "parent", in relation to a child or young person, includes any person who is not a parent of the child but who has parental responsibility for him or her, or who has care of the child.

In making this request, I confirm that such action would not conflict with other intervention strategies already in place or other enforcement measures already being processed. I can also confirm that the governing body of this school has reviewed its attendance policy and agreed that this school will request the Local Authority to issue Penalty Notices in appropriate cases.

**PLEASE ATTACH COPIES OF ALL CORRESPONDENCE.**

Name: .....

Signature ..... Date: .....

**Please return to:** Debbie Ward, Fixed Penalty Notice Officer, Cheshire West and Chester Council, Income & Debt, 1<sup>st</sup> Floor, 4 Civic Way, Ellesmere Port, CH65 0BE