

REQUEST FOR EDUCATION PENALTY NOTICE - SCHOOLS

Anti-Social Behaviour Act 2003 and
Education Act 1996 and Education & Inspections Act 2006

ALL INFORMATION ON THIS FORM MUST BE ACCURATE AND IF ANYTHING CHANGES DURING THE PROCESS THE ESW SERVICE MUST BE NOTIFIED

Pupil Forename		Pupil Surname	
Address			
Post Code			
Date of Birth		Ethnic Origin	
Unique Pupil No (UPN)		School Year	
Is this child currently known to social care?	YES / NO		
Is this child currently in the TAF process?	YES / NO		

REASON FOR REQUEST FOR EDUCATION PENALTY NOTICE. PLEASE TICK APPROPRIATE BOX		
	WARNING	FPN
UNAUTHORISED ABSENCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PERSISTENT LATENESS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UNAUTHORISED LEAVE OF ABSENCE REQUESTED	<input type="checkbox"/>	<input type="checkbox"/>
UNAUTHORISED LEAVE OF ABSENCE NOT REQUESTED	<input type="checkbox"/>	<input type="checkbox"/>
HOLIDAY DATES	<input type="checkbox"/>	<input type="checkbox"/>
HAS THERE BEEN A PREVIOUS REQUEST FOR AN FPN THIS YEAR	<input type="checkbox"/>	<input type="checkbox"/>

Information contained in the form may be used in legal action under Section 444 of the 1996 Education Act or Section 105 of the 2006 Education & Inspections Act if a Penalty Notice is issued and remains unpaid after 28 days.

I am writing to request that the Local Authority consider issuing a Penalty Notice to the parent(s) of the pupil named above.

Parent 1 (as much information as possible must be given in order for any prosecution following non-payment)

Title		Forename		Surname	
Address					
Post Code					
Tel No			Relationship to Pupil		
Parent's Date of Birth					
Parental Responsibility:		YES / NO <i>(Delete if not applicable)</i>			
Does the child live with this parent?		YES / NO			
Is this parent involved in the day to day care of the child?		YES / NO			

Parent 2

Title		Forename		Surname	
Address					
Post Code					
Tel No			Relationship to Pupil		
Parent's Date of Birth					
Parental Responsibility:		YES / NO <i>(Delete if not applicable)</i>			
Does the child live with this parent?		YES / NO			
Is this parent involved in the day to day care of the child?		YES / NO			

School Name	
School Tel No.	
Contact Name	
Designation	

I can confirm that all our attendance registers are marked in accordance with the guidance issued by the DfE and that the use of Penalty Notices is included in our school attendance policy.

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 attach a certificate of attendance and the appropriate evidence in accordance with the requirements of the Wirral Code of Conduct for Education Penalty Notices.

Dated this	day of	20
Signed:		Name: