**Attendance (statutory functions), Child Employment/Entertainment & Elective Home Education/Children Missing Education – (ACE)**

# **PENALTY NOTICE REFERRAL FORM**

**Prior to making a Penalty Notice referral, please refer to the Code of Conduct (ACE Reference Manual s3 (4)** [**HERE**](https://www.lbhf.gov.uk/children-and-young-people/education-support-services/ace/ace-reference-manual)**).**

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| **NAME and DESIGNATION OF REFERRER** |  |
| **SCHOOL/ACADEMY** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CHILD’S FULL NAME** |  | | |
| **CHILD’S DATE OF BIRTH** |  | | |
| **Ethnicity** |  | **Year Group:** |  |
| **ADDRESS** |  | | |
| **FULL NAME OF MOTHER (OR CARER)** |  | | |
| **FULL NAME OF FATHER (OR CARER)** |  | | |
| **Do parents live in the same address?** | **Yes:**  **No:** | | |
| **If ‘No’ to 10 above, the other address if known** |  | | |
| **Parent(s) phone number** |  | | |
| **Parent’s email address** |  | | |

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| **PERIOD OF ABSENCE FOR WHICH PENALTY NOTICE IS REQUESTED (this should be within 6 weeks to the date of referral unless before summer holidays)** | **From***:* (pick date)  **30/08/2017** | **To:** (pick date)  **30/08/2017** |

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| **REASON FOR A PENALTY NOTICE** | |
| **Penalty Notice Referral for persistent absence rate of below 87% unauthorised absence over a six week period** |  |
| **Penalty Notice Referral for unauthorised leave in term-time** |  |

| COMPLETED CHECKLIST AND ACCOMPANYING DOCUMENTATION | | PLEASE TICK |
| --- | --- | --- |
| 1. Referral meets the threshold for consideration for issuing of a Penalty Notice in line with Code of Conduct? | |  |
| 1. Attendance printout for previous & current years attached | |  |
| 1. School considered history of previous leave taken in term-time and previous attendance rate | |  |
| 1. Evidence of action undertaken by school staff to resolve the attendance issues attached, eg copies of any communication between parents/school staff, original application for exceptional leave from parent/carers where applicable, letters/documents from parents, attendance contracts, etc.. | |  |
| 1. Family Support or Social care are **not** involved | |  |
| 1. Attendance details of siblings- where appropriate. | |  |
| 1. Summary of school action before & after pupil returned to school, e.g. phone conversation or meeting with family etc; |  | |
| 1. Summary of Parent/Guardian response: |  | |

**ACE will respond to requests within 10 school days of receiving the request for consideration of a Penalty Notice.**