

## **Requirements for a Penalty Notice request**

The following must be included with all requests for a Penalty Notice for an unagreed holiday/leave of absence:

- One child per request
- Copy of letter sent to parents informing them of the decision to reinstate Penalty Notices for unagreed holidays/leave of absence (prior to the holiday being requested/taken)
- Holiday/leave request form from parent or copy of information informing school of leave
- Copy of correspondence sent to parents informing them of the school decision to request that the Local Authority issue a Penalty Notice
- Please ensure that you can demonstrate that parents have been informed that Penalty Notices are issued per parent, per child
- Details of attempts made to establish the reason for absence if no holiday/leave request was submitted
- Attendance certificates for current academic year and the previous academic year
- The request for Penalty Notice must be made no later than 10 school days after the date the child has returned to school
- Where there is a Penalty Notice request involving more than one child, an individual request must be submitted; however correspondence which pertains to each of the children can be covered in the same letter and addressed jointly to the parents

### **Note**

All Penalty Notice requests must be considered on an individual basis and the decision to authorise should be based on School Policy, DfE guidance and NAHT guidance on exceptional circumstance.