**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** |  |

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| --- | --- | --- | --- |
| **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 90% unauthorised absence over a six week period** |  |
| **Penalty Notice Referral for unauthorised leave in term-time** |  |

| COMPLETED CHECKLIST AND ACCOMPANYING DOCUMENTATION FOR B | | 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. Penalty Notice been not been issued in the past 12 months | |  |
| 1. School have considered history of previous leave taken in term-time and previous attendance rate | |  |
| 1. Family Support or Social care are **not** involved | |  |
| 1. Referral to Family Support has been discussed but declined | | ☐ |
| 1. Summary of reason for PN referral including details of communications between school/family and school action undertaken with dates, parental response etc. Please retain all evidence as this may be required for legal proceedings. |  | |

**Please submit referral forms for Penalty Notices to** [Anwar.Raihani@lbhf.gov.uk](mailto:Anwar.Raihani@lbhf.gov.uk).  **We will respond to requests within 10 school days of receiving the request for consideration of a Penalty Notice.**