

Inclusion & Welfare Service Request for Penalty Notice

Section 444A Education Act 1996
(Subsection (1) of section 23 of the Anti-Social Behaviour Act 2003)



**It is vital that this form is completed in full with all names spelt correctly.
Incomplete or incorrect information will mean that this form is returned.**

From _____ School/Technology/Community College/Academy

This form will be used in legal action under the above Act relating to non-school attendance (unauthorised absence) of a registered pupil at the school and **MUST** be signed by the Head teacher.

I certify that (Legal Name) _____ date of birth _____

year group _____ is a registered pupil of compulsory school age, on roll at this School/Technology College

Community College. S/he had unauthorised absence from school/college on or between _____ to _____

for a reason that comes within number _____ in Bedford Borough's Code of Conduct (see overleaf).

Please note: Penalty Notices must be received within 3 months of the date of offence. Notices will not be accepted if received later than this.

It is considered that the issuing of a Fixed Penalty Notice Warning Letter is an appropriate action for the following reasons:

Please attach any supporting evidence (eg. email, letters, meeting notes etc.)

Has this pupil has received a previous Penalty Notice within the last three years? Yes No (Tick)

Has this pupil has received a previous Penalty Notice from another authority within the last three years?

Yes No (Tick) If yes, please state the issuing authority _____

To the best of my knowledge, the person/s with parental responsibility for this pupil are: **(full names needed, not just initials and full address of both parents/ carers)**

First Name _____ Surname _____

Father Mother Carer Other (Tick)

Occupation if known _____

Address _____

Post Code _____

Tel. no _____

First Name Surname

Father Mother Carer Other (Tick)

Occupation if known

Address

Post Code

Tel. no

Declaration:

I hereby certify that the information given in this form is true to the best of my knowledge. The information has been extracted from the school's register of attendance – copy of register attached.

dated this day of

Signature Name

Head Teacher

Bedford Borough Education Welfare Service Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Authority officers to issue Penalty Notices in cases of unauthorised absence from school. This supplements the existing sanctions to enforce attendance at school currently available under Section 444 of the Education Act 1996.

The National Framework for Penalty Notices sets out the procedures and terms under which Penalty Notices can be issued in Bedford Borough. Authorised persons should issue Penalty Notices in compliance with this Code in order to ensure that the powers are consistently applied.

Please refer to the Working Together to Improve School Attendance - Statutory Guidance (August 2024)' - National Framework for Penalty Notices for Absence from School

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

The issuing of a Penalty Notice is considered appropriate:

1. When the pupil has taken holiday during term-time and the absence has not been authorised by the school.
2. Following a Truancy Patrol when the school has recorded the absence of the pupil as unauthorised.
3. In the early stages of Inclusion & Welfare casework, eg. parent continually fails to provide an explanation for a pupil's absence or attend meetings.
4. Following notification from the school that a pupil has had unauthorised absence from school and in circumstances which appear to have been avoidable, especially where a parent fails to co-operate.

In all cases listed above, a Penalty Notice will only be issued to a parent/s if the pupil has at least 10 sessions (5 school days) lost to unauthorised absence within the previous 10 school weeks.

Except in exceptional circumstances, the parent/carers will receive a formal warning of the possibility of a Penalty Notice being given and a maximum of 15 school days to effect an improvement.

If the request is for an unauthorised leave of absence (holiday) as item 1 above, a copy of the original holiday request made by the parent/carer should accompany this application.

To be completed by School: (Please tick questions)

Yes

No

1. Legal Names used?

2. Registration/s attached with correct coding?

3. All contact details completed including addresses?

To be completed by Inclusion & Welfare Officer: (Please tick questions)

Yes

No

4. Would school/LIO be supporting prosecution if penalty notice not paid?

5. Has child been spoken to by the school?

Authorisation to proceed:

Inclusion & Welfare Officer

Signed