



**Application for a Penalty Notice to be Issued for
School Attendance-
UNAUTHORISED TERM TIME HOLIDAY
THE COUNCIL OF THE ISLES OF SCILLY**

Council of the Isles of Scilly familyscilly@scilly.gov.uk

Isles of Scilly Council - Children's Services
Statutory Attendance Support Team/Belonging and Inclusion Team
Application for a Penalty Notice to be issued- *Unauthorised Term Time Holiday*

PLEASE NOTE THAT A SEPARATE APPLICATION SHOULD BE COMPLETED FOR EACH PARENT AND ANYONE ELSE TO WHOM A WARNING/NOTICE IS TO BE SENT. EACH SECTION MUST BE FULLY COMPLETED

PLEASE ENSURE ALL DOCUMENTATION REQUIRED AS PART OF THIS APPLICATION IS SENT AS ONE SCANNED DOCUMENT. SEPARATE DOCUMENTS WILL NOT BE ACCEPTED

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| Name of person requesting issue of Penalty Notice: | |
| Position: (Head, Deputy or Assistant Head only) | |
| Contact details: | |
| Name of person completing application: | |
| Pupil's Name & UPN: | |
| Date of Birth: | |
| Date pupil started at school: | |
| School/Academy: | |
| Parent/Carer full name and relationship to child: | |
| Address: | |
| Email address: | |
| Telephone: | |

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| Please confirm the following: | |
| 1. You have read the Code of Conduct, and this application complies | Y/N |
| 2. Please confirm who will provide a witness statement and attend court as required – | |
| Name: | |
| Designation: | |



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Please provide the following within 10 school days of the child's absence from school.

1. Copy of the absence request form completed by parents/guardians relating to the periods of absence.
2. Copy of the written response (letter or email) sent by school advising that the absence would not be authorised and why the reasons for absence were not deemed to be authorised or exceptional.
3. Attendance Certificate, signed by the applicant, clearly showing that the national threshold has been met and that the appropriate coding has been used to allow for a penalty notice to be considered.
4. When no absence request form has been submitted, and the leave was taken without prior knowledge or discussion with the school, all communications between school and parent which clearly shows that the parents have been made aware of the school's intention to recommend the issue of a penalty notice as a result of the unauthorised absences that have been recorded.

**All applications to be sent to:
Familyscilly@scilly.gov.uk**