



Application for a Penalty Notice to be Issued for School Attendance

UNAUTHORISED ABSENCE

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 Absence**

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

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:	

Please confirm the following:	
1. You have read the Code of Conduct, and this application complies	Y/N
2. Confirmation that all absences are within a rolling period of 10 weeks	Y/N
3. You have included evidence that the issue of a Penalty Notice will change parental behaviour and improve outcomes for the child/young person	Y/N
4. You have exhausted all avenues of support through thoroughly enacting the attendance policy and process accurately, as well as the offer of a Family Radar Assessment	Y/N
5. Please confirm who will provide a witness statement and/or attend court as required	



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Name:	
Designation:	
5. You have sent each parent the Factsheet with the Notice to Improve letter	Y/N

<p>Please provide the following evidence:</p> <ol style="list-style-type: none"> 1. Clear details of the “support first” approach which has been taken by schools/partners to identify the reasons for the pupil’s absence, any barriers impacting the pupil’s attendance and all support strategies which have been enacted to remove any such barriers. 2. Copies of all letters/emails sent to the parent/s to advise of the concerns held in relation to their child’s absence levels and their responses (in line with accurately following your attendance policy) 3. Copies of all letters/emails sent and/or details of all telephone calls which have been made to arrange meetings with the parent/s to establish the reasons for absence and identify what support may be needed to improve attendance patterns and prevent further unauthorised absence. 4. A copy of the attendance support plans which have been agreed with parent/s and the child/young person and a narrative around how effective the support and plan has been. 5. A copy of the Notice to Improve which has been issued to each parent, individually, if applicable. If sent by letter, this must be on school letterhead, dated, addressed to each individual parent and proof of delivery must be included. If sent by email, this must be to each parent’s individual e-mail address and delivery/read receipts must be requested. 6. A copy of the family radar assessment completed by an appropriate professional alongside the family. 7. The child’s voice, collected by a trusted adult or advocate. 8. A copy of the 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 issued. <p>Please note that applications will not be processed if the necessary information is not attached.</p>
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Please email this application **within 10 school days of the last absence** to the Penalty Notice Officer for the area where the school is based.

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