

Salford City Council

EDUCATION WELFARE - EARLY INTERVENTION AND PREVENTION SERVICE REQUEST FOR PENALTY NOTICE

Section 444(1) of the Education Act 1996

From School

I certify that date of birth year group is a registered pupil of compulsory school age, on roll at this School. He had unauthorised absence from School on or between to for a reason that comes within number in Salford City Council's Code of Conduct (see overleaf).

To the best of my knowledge, the person/s with parental responsibility for this pupil are:

First Name:	Surname:
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Father (select)

Address:
Tel No:

First Name	Surname
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Father (select)

Address:
Tel No:

Family Background/school and other agencies involved:

CIN, CP, LAC, mental health issues, antisocial behaviour etc
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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. I may be required to prepare a Section 9 statement and attend court.

Dated this day of 2013

Name

Role within the school

EWO Agreement Yes

Name of EWO

SALFORD CITY COUNCIL 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 local Code of Conduct sets out the procedures and terms under which Penalty Notice can be issued in Salford. Authorised persons should issue Penalty Notices in compliance with this Code in order to ensure that the powers are consistently applied. The issuing of a Penalty Notice is considered appropriate:

1. Overt truancy
2. Parentally condoned absence
3. Excessive holidays in term time
4. Excessive delayed return from extended holidays without prior school agreement
5. Persistent late arrival (after the register has closed and an unauthorised absence is created)

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

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

To be completed by School (please tick questions)

Question	Yes/No
1. Has attendance been discussed at meetings? I.e. attendance panel, school based meetings with parent(s)	Yes
2. Have letters/text messages been sent? If no letters have been sent for a holiday referral please explain why	Yes
3. Has school informed the parent of the Penalty Notice request?	Yes
4. Would the school be prepared to support the prosecution if the Penalty Notice is not paid?	Yes
5. Has the child been spoken to by the school?	Yes
6. Is the parent(s) first language English? If no, what language do they speak	Yes

PLEASE SUBMIT THIS FORM ALONG WITH AN UP TO DATE REGISTRATION CERTIFICATE AND COPIES OF ANY LETTERS SENT FROM THE PARENT(S) OR BY THE SCHOOL

FOR TRUANCY A PENALTY NOTICE WARNING LETTER WILL BE SENT WITHIN 7 WORKING DAYS

Checklist for Holiday Penalty Notice

Referral
Registration Certificate
Request from parent(s)
Response from school
SEND TO COURT OFFICER

Checklist for Truancy Penalty Notice

Referral
Registration Certificate
Copy of letters sent to parent
SEND TO YOUR EWO