

STATUTORY ACTION REQUEST

Reason for Penalty Notice

Prosecution/reasonable enquiry

- Unauthorised Persistent absence
- Excluded pupil
- Unauthorised Leave of absence

- Prosecution for irregular attendance
- Reasonable enquiry

Registered pupil at:School

Pupil name: D.O.B. NCY

- Does the pupil have any statement of Special Educational needs? Yes / No / NA
- Does the pupil have a Disability under the Equality Act 2010? Yes / No / NA

Parent/Carer Name: **Relationship to pupil**

Address:

.....Postcode:Telephone/Mobile No:

Parent/carers Name: **Relationship to pupil**

Address (if different from above):

.....Postcode:Telephone/Mobile No:

Dates of unauthorised absence/lates between &

Please attach a signed attendance certificate showing the period.

Declaration

I certify that this request for a statutory action has been considered in line with the School Attendance Policy.

Name: Position

SignatureDate:

CHECK LIST – please complete the relevant sections only

- ALL Penalty Notices - The case meets the criteria laid out in the Code of Conduct

Penalty notices only

- Leave in term time - Did parents request authorisation prior to leave of absence: Yes / No
- Leave in term time - School responded in writing to decline authorisation of leave of absence: Yes / No
- Exclusion - School issued letter to parents informing them of responsibilities during first 5 days of exclusion. Yes / No
- Exclusion - Evidence can be provided to substantiate the child has been in a public place during school hours. Yes / No
- Persistent absence/late – I have attached all the information in chronological order of the work undertaken by the school.

Prosecution only

- The school is not beyond the statutory limits for walking, but if so, transport was available. (The limit of two miles for pupils under 8 years old; three miles for pupils aged 8 and over)
- I have checked that none of the statutory defences apply
- There is an assessment of need and a plan of intervention in place?
- Is there any evidence of lack of co-operation from parent/carer? Yes / No
- I have attached all the information in chronological order of the work undertaken by the school.

Reasonable enquiry – I have provided information on what steps the school has taken to ascertain why the child is absent without explanation or contact from the parents

PLEASE ATTACH COPIES OF ALL CORRESPONDENCE WITH THIS REQUEST, AND SEND TO educationcoregroup@staffordshire.gov.uk

Date received

Allocated on to