**Attendance (statutory functions), Child Employment/Entertainment & Elective Home Education/Children Missing Education – (ACE)**

**PENALTY NOTICE REFERRAL FORM**

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| **NAME and DESIGNATION OF REFERRER** |  |
| **SCHOOL** |  |

|  |  |
| --- | --- |
| **CHILD’S FULL NAME** |  |
| **CHILD’S DATE OF BIRTH** |  |
| **ADDRESS** |  |
| **FULL NAME OF MOTHER (OR CARER)** |  |
| **FULL NAME OF FATHER (OR CARER)** |  |
| **Parent(s) phone number** |  |

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| **PERIOD OF ABSENCE FOR WHICH PENALTY NOTICE IS REQUESTED** | **From**  | **To** |

|  |  |
| --- | --- |
| **Checklist of information for referral to ACE for consideration of the issuing of a penalty notice**  | **Tick** |
| Referral meets the threshold for consideration for issuing of a Penalty Notice in terms of Penalty Notice Code of Conduct? (Section 3) |  |
| Attendance printout for previous & current years attached |  |
| Referral for Penalty Notice is in relation to a persistent absence rate of below 85% unauthorised absence over a six week period |  |
| Parent/carer has taken child out of school for leave in term time without the permission of school staff |  |
| School considered history of previous leave taken in term-time and previous attendance rate |  |
| Evidence of action undertaken by school staff to resolve the attendance issues to be attached – including copies of any communication to and from parents, original application for exceptional leave from parent/carers where applicable, letters/documents from parents, attendance contracts, etc.. |  |
| Evidence attached of consultation with other professionals involved should be attached  |  |
| Attendance details of siblings- where appropriate. |  |
| Please provide summary of action school took before & after pupil returned to school, e.g. phone conversation or meeting with family: |  |
| Please provide summary of Parent/Guardian response: |  |

**ACE will respond to requests within 10 school days of receiving the request for consideration of a penalty notice.**