

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

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	

PERIOD OF ABSENCE FOR WHICH PENALTY NOTICE IS REQUESTED	From	To
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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.