

**REQUEST FOR THE ISSUE OF A PENALTY NOTICE
FOR AN UNAUTHORISED TERM TIME HOLIDAY**

Pupil name	
D.O.B.	
School	
Year Group	

Question	Response
Was an application for leave of absence made in advance, if so, by whom?	
Parental reason given for absence	
If no application, how did you become aware of the absence?	
Dates of absence	
Number of school days	

Please note: It is sufficient to signpost to attached supporting evidence, minutes of meetings etc and not necessary to re-write here

Details of those you are requesting penalty notice(s) be issued to:

Full name	
Relationship to child	
Address	
Full name	
Relationship to child	
Address	
Full name	
Relationship to child	
Address	

Please note: We are unable to issue penalty notices without a minimum of title, initial (preferably first name) and postal address

Please attach:

Details	Please specify documents attached
Copy of original request and any letters submitted in support of request	
Evidence that <u>each person</u> who you are applying for a penalty notice for was advised the absence would not be authorised	
Evidence that <u>each person</u> who you are applying for a penalty notice has been warned of the possibility of a penalty notice being issued	
Evidence that previous unauthorised term time leave / holiday taken in last 3 years with attendance printout attached	
Attendance printout covering at least 12 school weeks prior to the absence being taken and demonstrating that the pupil has since returned to school	

Please note: Penalty notice requests cannot be processed without this supporting documentation

Any other information or evidence to support this application?	
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I confirm that: <ul style="list-style-type: none">• The details within this application, to the best of my knowledge, are accurate• The supporting evidence recorded above is attached/enclosed• The application meets the current Cambridgeshire County Council Code of Conduct• Where a penalty notice remains unpaid after 28 days and legal proceedings are instigated as a result, a relevant member of staff will be willing to attend court as a witness if the parent(s) plead not guilty	
Signed	
Print name	
Job title	

****Request needs to be completed and received by LA within 10 working days of child's return to school from holiday****

Application and supporting documentation to be forwarded to:

Email: penalty.notices@cambridgeshire.gov.uk

Address:

Education Welfare Legal Panel

Education Office,

March Business Centre,

Dartford Road,

March, PE15 8AN
