

**Penalty Notices issued by schools.**

**The Education Act 1996, Section 444A**

**Unauthorised Leave of Absence**

***To be completed by schools after issuing a Penalty Notice (PN) for Unauthorised Leave of Absence. This form serves as evidence of a Penalty Notice Warning & must be uploaded to the LA with the Penalty Notice Letter***

***Child’s Name: «Childs\_Legal\_Forename» «Childs\_Legal\_Surname»***

***D.O.B: «DOB»***

***School Name: …………………………………………………………………………………..***

1. The PN was issued in response to **Unauthorised Leave of Absence (code G) on the following date**:

Date:…………………

* 1. **The request for leave of absence was denied on:**

Date:……………………………….

**The school issued a warning of a penalty notice for unauthorised absence either via letter or through the county leave of absence request form. We are able to provide evidence of these if requested**. **YES/NO**

**OR:**

* 1. **The parents did not request a leave of absence but the school has evidence retrospectively that the child was on holiday; and this is documented and the absence is unauthorised YES/NO**

**Declaration of Authorised Person\***

I declare that the Penalty Notice Warning or Penalty Notice has been issued in accordance with Hampshire County Council’s Code of Conduct for Issuing Penalty Notices for Unauthorised Absence (2024).

**Name:**

**Position\*:**

**Date:**