

**Penalty Notices issued by School**

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

**CERTIFICATE OF SERVICE FOR PENALTY NOTICE**

(C Rules 1981 rr67,99(6))

I, <Full name>,

of <School name>,

hereby certify that I served:

«ParentCarer\_Title» «ParentCarer\_Forename» «ParentCarer\_Surname»,

with the document in respect of «Childs\_Legal\_Forename» «Childs\_Legal\_Surname», Date of Birth: «DOB», of which this is a true copy, either:

1. delivered by hand on the <date> of <month>, <year> by <Name>

or

**b)** by sending the said document by first class post to him/her in a prepaid letter posted by me at the:

<Post box number & Location> at <time> o’clock in the <morning/afternoon> on the <date> of <month>, <year> and addressed to:

«ParentCarer\_Title» «ParentCarer\_Forename» «ParentCarer\_Surname»

«ParentCarer\_AddressLine»

being his/her last known/usual place of abode/address given by him/her for the purpose of service.

Signature (scanned):

Dated the (day) day of (month), (Year).