

Referral for a Fixed Penalty Notice

SECTION 1 – TO BE COMPLETED FULLY BY SCHOOL

When completed please email to: fpn.ews@westsussex.gov.uk

Date of referral:

Child's Full Name

(please provide legal surname)

Date of birth and year group

Year:

School

Name of Referrer

Phone and email details

Parents/Carers Full Details – first & surname

(include all adults who are to be considered for FPN)

Address(es)

(both if parents / carers separated)

All known contact telephone numbers for parents/carers

Type of FPN referral (please delete as applicable)

HOLIDAY (G coded)

UNAUTHORISED ABSENCE (O or U)

MIXTURE OF BOTH (G, O and U)

Details of communication with parents and previous Pupil Entitlement: Investigation involvement MUST be given overleaf. Incomplete information may delay the FPN being processed.

Section 2 – to be completed by FPN team – West Sussex County Council

Prosecution period

Parent/Carer 1

Parent/Carer 2

Date FPN and invoice sent out

Customer number

Invoice number

Date to check payment @ £60

Date to check payment @ £120

Payment received

Within 21 days - Y / N

Within 21 days - Y / N

Within 28 days - Y / N

Within 28 days - Y / N

Credit note raised

Y / N £

Y / N £

Date court proceedings letter sent

Notes:

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Section 3 – for school use only

For holiday in term time

- Did parent/carer request absence from school? – YES/NO
(please supply copy of application)
- When & how was refusal for absence made? Supply copies of any documentation sent to parent.

For unauthorised absence

- Details of action taken by school prior to FPN referral. Please attach copies of letters sent to parent, communication log, meeting notes, home visits and contact with parent regarding this period of absence.
- Provide copies of letter/record advising absences have been unauthorised and this can lead to a FPN to parents.

Please remember to consider whether this pupils' unauthorised absence is suitable for a FPN referral, taking into account FPNs are an early intervention tool. If poor attendance is an entrenched issue, a full A6 referral should be considered.

Please ensure the following is included when submitting the referral:

- Attendance certificate signed & dated by the Head Teacher.
- Has the school referred for a FPN previously on this child and if so when?
- Please ensure parent has been notified that a FPN referral has been made. Supply evidence of this.

Additional information: