



Education Welfare Service
FIXED PENALTY NOTICE REQUEST
For Unauthorised Leave of Absence

Registered pupil at:School

Pupil Details:

Name:MALE/FEMALE D.O.B:
Address:
.....Postcode:

Parent/Carer (please delete one)

Name:
Address (if different from above):
.....Postcode:
Telephone No: Mobile No:
Name:
Address (if different from above):
.....Postcode:
Telephone No: Mobile No:

Dates of Absence

The above named pupil was absent from school on the following dates:
.....
.....
.....
and this absence is recorded in the school register as unauthorised. (Please attach a registration certificate showing the period.)

Declaration

I am the Head Teacher/Acting Head Teacher of the School named. I certify that this leave of absence request has been considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances.

Did parents request authorisation prior to leave of absence?

Yes / No.

Did school respond in writing declining application?

Yes / No

PLEASE ATTACH COPIES OF ALL PAPERWORK.

- Copy of newsletter detailing FPN information and charges
- Copy of leave of absence application
- Copy of letter declining application
- Pupil attendance certificate

Name:

SignatureDate:

This is the exhibit of

.....
(Name of Head Teacher/Acting Head Teacher)

marked "Exhibit ____/2"

Signed.....
Head Teacher/Acting Head Teacher

Please send this form fully completed to :
FPN Administrator, Education Welfare Services, Cheshire East Council, 7th Floor Delamere House,
c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ