# Unauthorised Leave in Term Time Request for issue of a Penalty Notice

***Appendix 7***

***New Request Form***

## Commissioning Inclusion and Learning Service

Moorfoot building, North Wing, Floor 7, Sheffield, S1 4PL

|  |  |
| --- | --- |
| Name of Child: | Date of Birth: |
| Address:Postcode: | Siblings (School/DoB): |

### Name of each person who has day to day care of the child and you would like to request a Fixed Penalty Notice to be issued.

NB: these will be the individuals who will receive a fine.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name | Surname | Relationship to Child | Date of Birth | Address if different from above |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| School Name: | School Address and contact number: |
| Referrer Name: |
| Name of Head teacher: |
| Date: |

Any comments in addition to appendix 10 letter:

**Week Beginning to week ending of Leave (Note: 10 sessions per week)**

Date From:

Date To:

### Please ensure the following relevant documents are attached otherwise requests will be rejected:

* Head Teacher’s Certificate (Blue) ☐
* Pupil registration Certificate ☐
* Original notification for term time leave (appendix 1 form) ☐
* Exceptional leave response (if leave granted) ☐
* Appendix 10 evidence letter (if notification not received) ☐

Office Use ONLY:

Child ONE ID: