

Unauthorised exceptional leave (Holiday) penalty notice request checklist

The referral must be made within 14 days of the child returning to school. Referrals received after this time may not be actioned.

Please ensure that all mandatory aspects of the checklist have been completed with an asterisk.

Age of child	
*Is the child of statutory school age?	Yes/No If no, please do not refer. Parents/carers of non –statutory pupils cannot receive a penalty notice.
Policy	
*Has your school's Attendance Policy been updated within last 12 months to reflect exceptional leave?	Yes/No
Registration Certificate	
*Have you entered the correct code on the registration certificate (code G) for the six sessions (less than six sessions will be rejected) or more of unauthorised exceptional leave?	Yes/No
*Has the registration certificate been signed by the Headteacher with following wording " <i>I (full name) Headteacher of (school) certify that this is an accurate record of (child's full name) attendance. (Signed and dated).</i> "	Yes/No
*Does the child's registration certificate display a 'present' mark showing the pupils return from the leave taken?	Yes/No
*Have you included the registration certificate with the referral?	Yes/No
Please post original with no 'N' codes present to the Attendance Support Team. The address can be found at the end of the checklist	
Parents request	
*Have you included the copy of parent's request letter/form/email with the referral?	Yes/No
Decline Letter from Headteacher	
*Have you included a copy of the decline letter posted first class or hand delivered to parent before the leave was taken or as soon as the school became aware? It should not be given to pupil.	Yes/No
If no request was made, how is school aware of holiday? Please refer to this in the decline letter.	

<p>*Does the decline letter have the full names of both parents/carers (where applicable), date of the leave, explanation of the referral to the Attendance Support Team and possible actions (Penalty Notice or Legal Action). A template letter available is available via Leap here.</p>	<p>Yes/No</p>
<p>If the leave is for an emergency have you requested the evidence of the emergency such as medical evidence, a death certificate for a relative, booking confirmation email, original flight tickets etc?</p> <p>Allow the family one week upon return from leave to provide the documents before referring to the Attendance Support Team.</p>	<p>Yes/No</p> <p>If no, please attempt to obtain the evidence from the parent/carer and attach to the referral before submitting</p>
<p>Referral Form (Complete online)</p>	
<p>Please complete online referral form via LEAP and attached all correspondence and evidence.</p> <p>The referral must be made within 14 days of the child returning to school. Referrals received after this time may not be actioned.</p>	
<p style="text-align: center;">Attendance Support Team, Children's Services Hillingdon Council, 4E/09, Civic Centre, High Street, Uxbridge. UB8 1UW www.hillingdon.gov.uk</p>	