**FIXED PENALTY NOTICE PROFORMA FOR NON-SCHOOL ATTENDANCE**

**PUPIL INFORMATION**

|  |  |
| --- | --- |
| Child Name |  |
| Child DOB |  |
| School Name |  |

**ATTENDANCE INFORMATION**

|  |  |
| --- | --- |
| Attendance % |  |
| Last date attended |  |
| When did you last see this child? |  |

**SUPPORTING INFORMATION**

|  |  |
| --- | --- |
| Query | School to provide details |
| Is this child at risk of permanent exclusion? |  |
| Are there behaviour concerns? |  |
| Is this child known to Early Help or Social Care.  Early Help, CIN, CP? Are they on a plan?  Name of worker? |  |
| Is this child known to other education services e.g. Inclusion Team, SAMS Team? |  |
| Does this child have an EHCP or considered SEN Support? |  |
| Is this Child LAC or PLAC? |  |
| Is this child on a reduced timetable? |  |
| Has parent advised you of any physical illness? |  |
| Has parent advised you of any mental health concerns? |  |
| Have you seen any medical evidence? |  |
| Is this child considered EBSA?  Have you followed the NESSIE programme? |  |
| Have you tried “reasonable adjustments” to improve attendance before submitting this FPN? |  |
| Is there anything we should consider before processing this FPN? E.g. home concerns? |  |

**THIS DOES NOT NEED TO BE COMPLETED WHEN YOU ARE REQUESTING A FIXED PENALTY NOTICE FOR UNAUTHORISED LEAVE.**