

Portal step-by-step walkthrough

Printable quick-steps. Pin near the screen.

Requesting (CAPITA One FPN)

☐	Request NTI as soon as the 10-week period has taken place.
☐	Request PN as soon as criteria are met, no later than 8 weeks from the offence.
☐	Complete every section; attach the documents for the code(s) (G / U / O / combination).
☐	For G-coded PNs, the certificate shows first and last dates and a present mark after.

Keeping it moving

☐	Check the portal regularly for 'Action Needed' and 'Proceeding to Prosecution'.
☐	Action all feedback points; no changes by the third review means decline.
☐	Watch the 8-week clock from the date of the first offence.

Exception – post-exclusion 'seen in public' PN

☐	Do NOT use the MRI system.
☐	Use the Penalty Notice Request form for a Pupil Present in a Public Place on Schoolsnet to attendance@gloucestershire.gov.uk .
☐	Attach the exclusion documents and the warning letters. Fines: £60 rising to £120; not subject to the rolling 3-year period.