

Top 10 paperwork errors sheet

Printable. Check every item before the request leaves the school.

The ten that get cases declined

☐	1. Missing signature (Head or designated officer) and date signed.
☐	2. Incorrect or missing dates.
☐	3. Missing full names, addresses or email addresses.
☐	4. 'Dear Parents/Carers' instead of individually named letters.
☐	5. PDF email without the recipient address and delivery time/date.
☐	6. Certificate missing DOB, or (for G-coded PNs) the dates and present mark after.
☐	7. Fewer than 10 unauthorised sessions in 10 weeks for NTI/other PN. (If there is a reason for requesting a PN without meeting the threshold, please contact us first.)
☐	8. Parent contact details or Sims notes left in for public view.
☐	9. N codes not changed to the correct code within 5 days.
☐	10. Irrelevant paperwork, or redaction that removes the evidence.

For G-coded absences

☐	Letter shows the Head considered the reasons and why it is an unauthorised holiday.
☐	Make clear whether you are unauthorising for a holiday/leisure purpose or for other reasons.