

MODULE 5

Requesting NTIs and PNs on the MRI Portal

Requesting Notices to Improve and Penalty Notices on the MRI portal



Why this matters

A correct case still stalls if the request is incomplete or the portal isn't checked.



Remember this

“The portal requires two habits: completing the request fully the first time and checking it often. Every ‘Action Needed’ you clear quickly is days saved on the prosecution clock.”



What good looks like

- Request the NTI as soon as the threshold has been met (10 absences within the last 10 school-week period)
- Request the PN as soon as criteria are met and no later than 10 weeks from the first date of the offence
- Complete every section; attach the right documents for the code(s)
- Check the portal for 'Action Needed' and 'Proceeding to Prosecution'
- Action all feedback — no changes by the 3rd review means decline



Common mistakes

- Not checking the paperwork checklist ahead of creating a request
- Not checking the portal, so updates and deadlines slip
- Not actioning all feedback points
- Sections left blank, or the wrong attachments
- Using the MRI portal for a post-exclusion 'seen in public' PN (request a PN for this via the Legal Intervention Schoolsnet page)



Your takeaway

Portal step-by-step walkthrough

Complete it fully first time; check it often.



Before you submit

“Would this stand up in court?”

Offence proven · chronology clear · escalation justified · every line fact.

