

## Attendance Connections September 2025

# Capita Module Checklist for Penalty Notice Requests

### Dates

- Ensure the **Start date** and **End date** match the **G codes** shown on the attendance certificate.

### Documents & Letters

#### Attendance Policy

- Include a copy of the current Attendance Policy – with a definition of ‘regular attendance’ and defines the legal sanctions

#### Attendance Certificate

- **Signed** and **dated** by the Headteacher
- Includes **Student Name** and **Date of Birth**
- Attendance certificate to include a **present mark** after any G-coded absence to confirm the student returned to school
- Holiday absence to be G coded

#### Parent Leave of Absence Request forms

- Ensure details of all fine amounts are included (1<sup>st</sup> FPN, 2<sup>nd</sup> SFPN, and 3<sup>rd</sup> stage).
- Template available on [Schoolsnet](#)

#### School Response to Leave of Absence Requests

- School’s response should be in a formal letter format to decline a request
- Ensure details of all fine amounts are included (1<sup>st</sup> FPN, 2<sup>nd</sup> SFPN, and 3<sup>rd</sup> stage)
- Evidence that the reason given by parents has been considered — especially if not a holiday
- Template available on [Schoolsnet](#)

#### School Response to Leave of Absence without request

- Allow parents one week (defined by a date) to respond to absence being unauthorised
- Include any additional evidence or add a comment in Additional Information to confirm nothing has been received.
- Ensure details of all fine amounts are included (1<sup>st</sup> FPN, 2<sup>nd</sup> SFPN, and 3<sup>rd</sup> stage)
- Template available on [Schoolsnet](#)

*All Correspondence - Include parent's full name, address/email address and date sent. 'Dear Parent' is not acceptable. Please check scanned documents to avoid missing pages or adding irrelevant documents*

### Parent & Carer Section

- Check correct spelling of parent names
- GCC considers issuing Penalty Notices to the parent/s who were on the holiday.
- Ensure all parents on the holiday are included and have been contacted (included relevant documents in previous section)
- Where both parents have been contacted but only one was on the holiday, please include a note in the Additional Information section to confirm that this is case and not a mistake in forgetting to add a parent/carer

### Addresses & Relationships

- Ensure the addresses match those on the correspondence — or add a justifying comment in the *Additional Information* section if different.
- Check correct relationship
- Use of capital letters?
- Correct house number?

*The information provided in this section is printed on the Penalty Notice (a legal document). **Please double check!***

### Additional Information

- Add any relevant notes that you feel we should know
- Use this section to clarify anything not obvious from the evidence provided