**Request for Issue of a Penalty Notice following an Excluded Pupil present in a public place during school hours**

**BARNSLEY MBC Penalty Notice PN 3b**

**Name of excluded pupil:**

**Address of excluded pupil**

**Name of parent/carer:**

**School where excluded pupil is on roll:**

**Dates of the “specified dates of exclusion”:**

**Date that parent received notice of exclusion and details of their responsibilities:**

**The number of occasions the pupil has been present in a public place during school hours:**

**Parent’s actions (or inactions) which have led to the child to be in a public place at a prescribed time:**

**…………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………….**

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**Parent’s justification if any for child to be in a public place during school hours:**

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**…………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………….**

**Parent’s attitude to having failed to meet their statutory responsibility:**

**…………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………….**

**Name of person submitting this form:**

**Position of person submitting this form:**

**Declaration:**

**I confirm that the details contained on this form are true to the best of my knowledge and belief.**

**Signed: ………………………………………… Date …………………….**

Please return the completed form and any associated documents to, [EducationWelfarePenaltyNotice@barnsley.gov.uk](mailto:EducationWelfarePenaltyNotice@barnsley.gov.uk)