

## Oaklands Infant and Junior Schools

### **PENALTY NOTICE FOR UNAUTHORISED HOLIDAY ABSENCE**

#### **Pathway**

At least 4 weeks prior to beginning of proposed absence school receives absence request form

↓  
Within 10 days, school replies to parent

↘ Absence authorised

↓  
Absence not authorised

↓  
Leave of absence (holiday) form returned to parent: application has been refused

↓  
Letter sent to parent by school confirming that if unauthorised holiday is taken then EWS have the right to issue penalty notice

↓  
Unauthorised holiday taken

↓  
EWS informed of unauthorised holiday and provided with copies of leave of absence form and letter sent by school

↓  
PN issued by EWS

↘ PN Paid  
No Further Action

↓  
PN Not Paid  
EWO Prepares statement for court

↓  
Legal Case