**Example letter warning of Penalty Notice for Pupil in a public place during an exclusion**

X Academy

5 April 2023

Full Legal Name of Individual Parent/Carer

XXX Meadow Lane

Nottingham

NG7 5HP

Dear Full Legal Name of Individual Parent/Carer

Child X (dob XX/XX/XXXX)

As per our letter dated XXX your child xxxx was excluded for the period of xxxxx to xxxx. You were advised XXX was not to be in a public place for the duration of this exclusion. XXX was seen on XXXX(date) at XXX (time) in XXX (place). I am consequently requesting the local authority issue a penalty notice under **Section 103(3) of the Education And Inspections Act 2006, in that the said child who was a registered pupil at XXXX and excluded on disciplinary grounds, was present in a public place on the XXXXX at a time during school hours on a school day being one of the school days to which the exclusion related contrary to the said Section 103(3) of the Education And Inspections Act 2006**

Yours sincerely

Mr xxxxxxxxx

Assistant Principal