

Contents Page	Page Numbers
Online Penalty Notice request forms	

Log in to SAM via the below link

Access to SAM 
(Schools Only)

Select "Online Forms" from the list.

(Please Note – if you are attached to more than one school you will need to select the correct school first)

School Access Module (SAM)

Welcome to the School Access Module. Here you can manage your school admissions applications.

 Admissions

 View FSM Eligibility

 Online Forms

 School Reports

 Report History

Input the search criteria so that you can find the young person (YP). Use either forename and surname only or surname and DoB only - and click search

Online Forms

Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The data will be sent directly to the local authority automatically once the form is submitted.

Search Criteria : Xxx Notts Test Headcount Provider

Forename	<input type="text"/>
Surname	<input type="text"/>
NC Year	<input type="text"/>
First line Of Address	<input type="text"/>
Post Code	<input type="text"/>
Submitted Forms	<input type="text"/>
Submission Date	<input type="text"/>
Submission Status	<input type="text"/>

Search

This will bring a list of YP that match the criteria and will also show you any previous forms that have been submitted

Online Forms

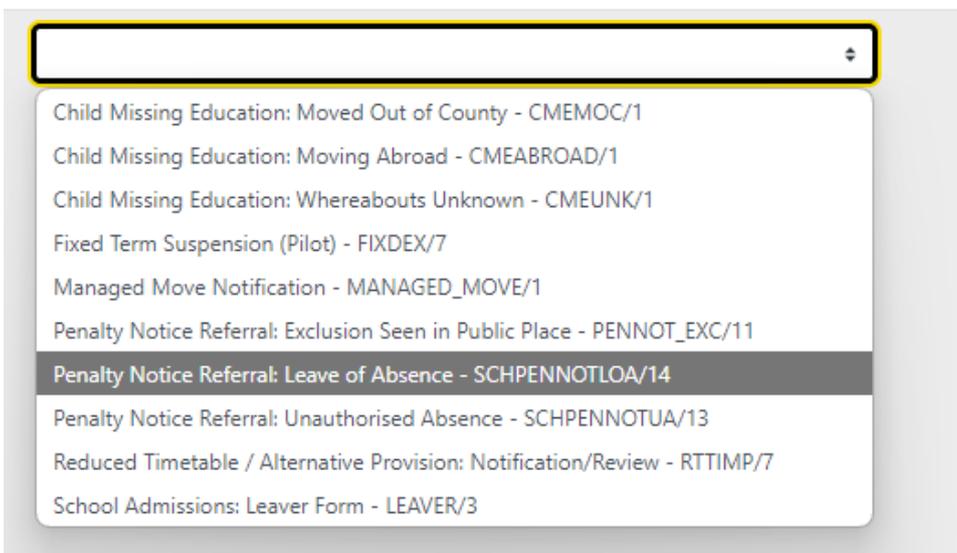
Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The data will be sent directly to the local authority automatically once the form is submitted.

Search Criteria : Xxx Notts Test Headcount Provider

Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)			Select & Submit Form
Test Test	01-09-2010	NC Year 9	Mercury House Little Oak Drive , NG15 0DR	Form	Submission Date	Submission Status	<input type="text"/>
				HRET Referral: Medical Needs - HRETMED/2	12-09-2024	Approved	

Click on the drop down on the right of the screen “Select & Submit Form”

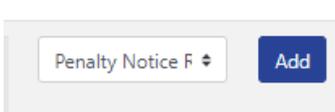
Select & Submit Form



- Child Missing Education: Moved Out of County - CMEMOC/1
- Child Missing Education: Moving Abroad - CMEABROAD/1
- Child Missing Education: Whereabouts Unknown - CMEUNK/1
- Fixed Term Suspension (Pilot) - FIXDEX/7
- Managed Move Notification - MANAGED_MOVE/1
- Penalty Notice Referral: Exclusion Seen in Public Place - PENNOT_EXC/11
- Penalty Notice Referral: Leave of Absence - SCHPENNOTLOA/14**
- Penalty Notice Referral: Unauthorised Absence - SCHPENNOTUA/13
- Reduced Timetable / Alternative Provision: Notification/Review - RTTIMP/7
- School Admissions: Leaver Form - LEAVER/3

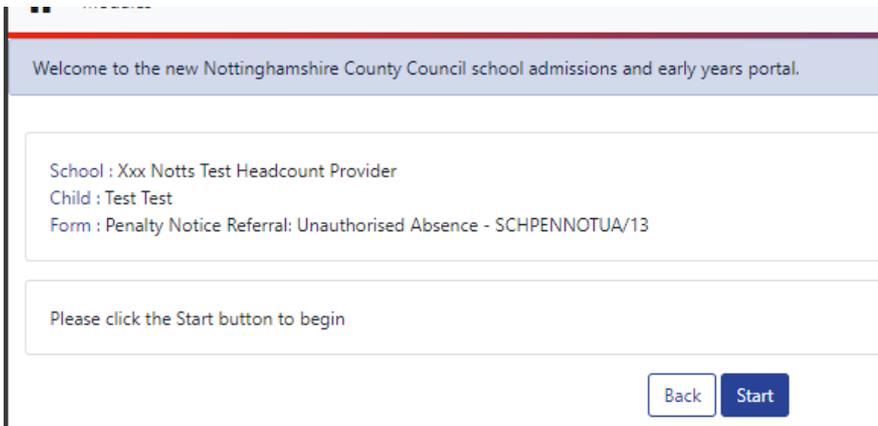
Select the correct penalty notice form, then click “Add”

Select & Submit Form



Penalty Notice F ▾ **Add**

Check that the details are correct. If not click “Back”. If correct click “Start”



Welcome to the new Nottinghamshire County Council school admissions and early years portal.

School : Xxx Notts Test Headcount Provider
Child : Test Test
Form : Penalty Notice Referral: Unauthorised Absence - SCHPENNOTUA/13

Please click the Start button to begin

Back **Start**

The first page is guidance on how to complete each form and what information you will need ready to submit with your request. Once you are happy click "Next"

Penalty Notice Referral: Leave of Absence - SCHPENNOTLOA/14 (Test Test)



1 2 3 ... 6

Guidance Parent/Carer Details Referral Details Results

Guidance (1 of 6)

Complete this form for a penalty notice for a Leave of Absence (LOA) in Term Time

You will be asked to attach all your paperwork to this form as one combined pdf bundle in a later step. Please ensure you have prepared this document beforehand as you cannot save this form and come back to it and check everything is provided otherwise your request will be rejected.

The supporting information required is –

- 1. Signed and dated copies of all letters (see requirements in new Improving Attendance toolkit)
- 2. LOA request/email or details of phone call/messages received
- 3. An attendance record for the current academic year only with the required G coding
- 4. Copies of delivery receipts and emails if applicable

Back
Next

You are now in the parent information section. Any boxes with a red border are mandatory



1 2 3 ... 6

Guidance Parent/Carer Details Referral Details Results

Parent/Carer Details (2 of 6)

PARENT/CARER 1

Title *	<input type="text"/> ⌵
Forename *	<input type="text"/> ⌵
Surname *	<input type="text"/> ⌵
DOB	<input type="text"/>
Address *	<input style="height: 40px;" type="text"/> ⌵
Postcode *	<input type="text"/> ⌵
Contact phone number	<input type="text"/>
Contact email	<input type="text"/>

Please ensure you complete all the required details below for any additional parent/carers otherwise your request will be rejected at this stage if not provided.

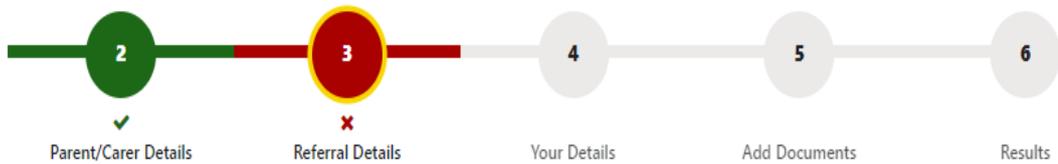
➤ The information in the boxes that are shaded red or green are guidance or key information notes. Make sure you read them as they are important and slightly different in each area and on each form. This may prevent your request from being rejected or you omitting to submit any key paperwork

➤ There is space for parent/carer's details to be added to the form. Please make sure that you fill in all the information for any additional parents

➤ **Once this is completed click "Next"**



➤ This will then take you to the "Referral Details" (this will look different on each form)



(3 of 6)

Referral Details

Did parent/carer request a leave of absence: *

Have you done the following:

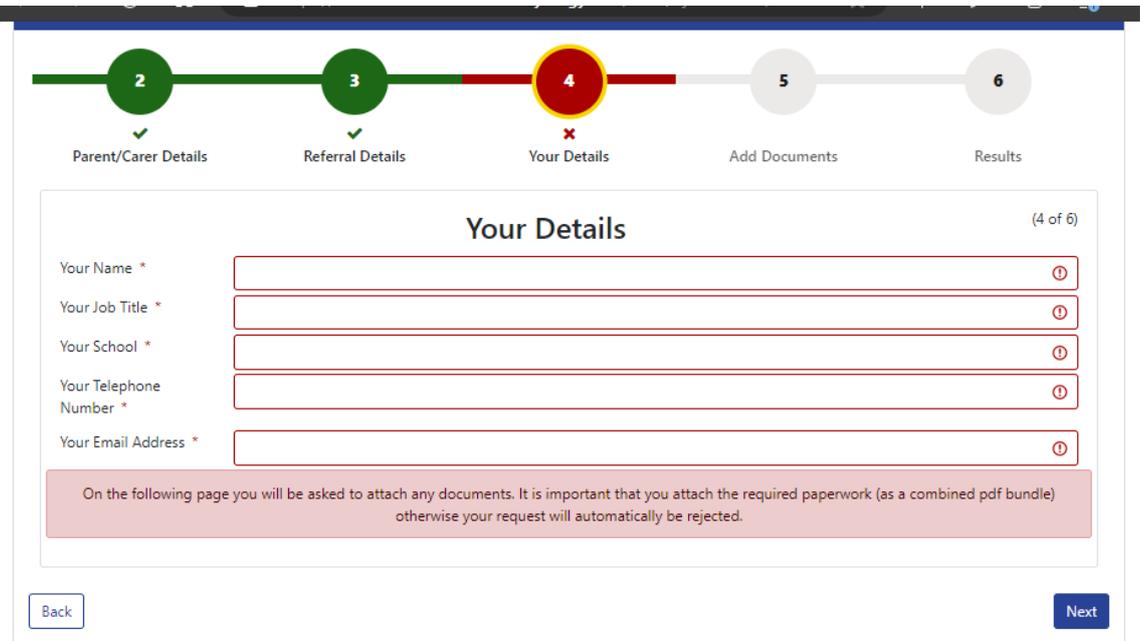
1.Sent a letter in response to the LOA *

2.Sent a letter advising that a penalty notice request

➤ **Fill in all the details and then click next**



You are now in “Your Detail” section. Fill in all your details and read the guidance in the red highlighted box



The screenshot shows a progress bar with six steps: 2 (Parent/Carer Details), 3 (Referral Details), 4 (Your Details), 5 (Add Documents), and 6 (Results). Step 4 is highlighted in red with a red 'x' below it, indicating it is the current step. Below the progress bar is a form titled "Your Details" (4 of 6) with the following fields:

- Your Name *
- Your Job Title *
- Your School *
- Your Telephone Number *
- Your Email Address *

Below the form is a red highlighted box with the following text:

On the following page you will be asked to attach any documents. It is important that you attach the required paperwork (as a combined pdf bundle) otherwise your request will automatically be rejected.

At the bottom of the form are "Back" and "Next" buttons.

Once you have done click “Next”

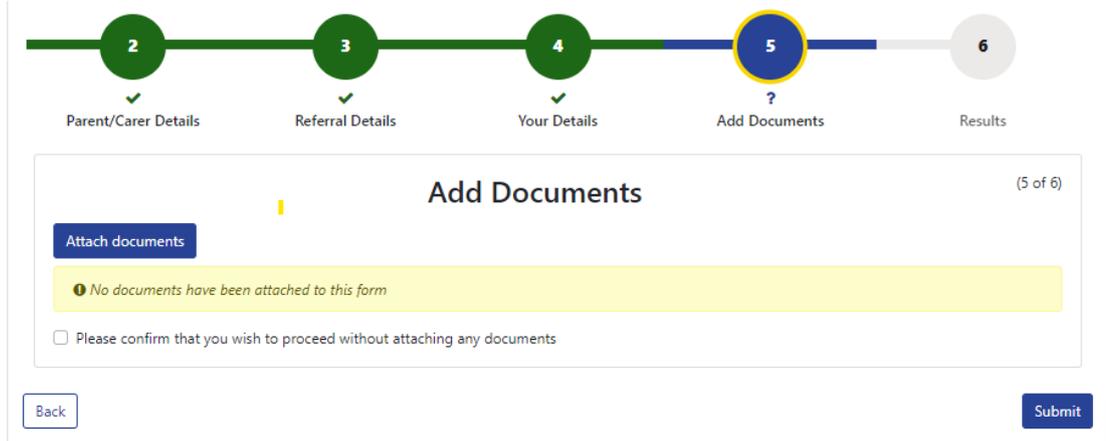


Next

Please Note –

You are now in the “Add Documents” section. It is very important that you add all relevant documentation to support your application, or the form could be rejected and you will have to complete a new form for this YP.

Click "Attach documents"



2 ✓ Parent/Carer Details 3 ✓ Referral Details 4 ✓ Your Details 5 ? Add Documents 6 Results

Add Documents (5 of 6)

Attach documents

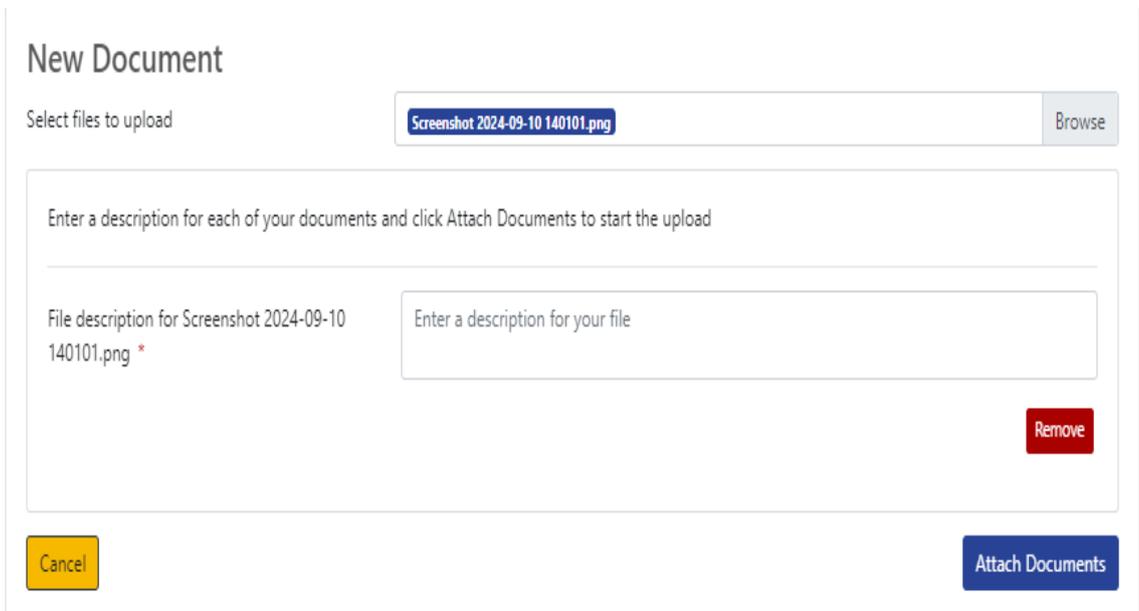
No documents have been attached to this form

Please confirm that you wish to proceed without attaching any documents

Back **Submit**

Click "Browse" and find the document you wish to attach (as one pdf bundle) Upload the file that you wish to send

Fill in the description box on the file box - this should be the name(s) of the YP. Then click "Attach Document"



New Document

Select files to upload Screenshot 2024-09-10 140101.png **Browse**

Enter a description for each of your documents and click Attach Documents to start the upload

File description for Screenshot 2024-09-10 140101.png *

Remove

Cancel **Attach Documents**

Check/tick the “Please confirm the attached documents are correct” box

Once all documents have been added click “Submit”



Add Documents (5 of 6)

[Attach documents](#)

Filename	File Description	Created Date	Actions
Screenshot 2024-09-10 140101.png	fghjk	17/09/2024 12:34	 

Table of your selected documents for this form

Please confirm the attached documents are correct

[Back](#) [Submit](#)

Click “Finish”



Results (6 of 6)

✓ Thank you

The form has been sent to the local authority.

[Finish](#)