S2

ICC Internal Office use:		
N Davidson:	G Male:	C Warne:

A request by a parent, that a future absence/period of absence be authorised by a school/college/academy

Schools are only allowed by law, to authorise non-medical absences if requested in advance by a parent with whom the pupil normally resides. A school can only authorise such a request if they are satisfied that there are "exceptional circumstances" which apply. However, even if there are exceptional circumstances, schools can still consider any other relevant factors such as previous attendance rates; the ability of the pupil to catch-up on missed work; the wider impact of missing the specified period of time.

Devon County Council's advice is that schools must be extremely cautious about approving such requests if the pupil's education is likely to be significantly impacted upon.

Parents should ensure that they know whether the absence will be authorised or not before they go away as an unauthorised absence will likely result in a penalty notice or court summons being issued to each parent for each pupil affected. It is therefore recommended that this completed form is sent into the school **at least three school weeks** before the intended absence.

To be completed by a parent with whom the child(ren) lives.

Child's name: …… Class/Year Group: ……..
Child's name: …… Class/Year Group: ……..

Full name(s) of all parents going away with the child(ren) listed above:
Parent 1: ……
Parent 2: ……

Period Absent: **From** …… **To**……

Number of school days that will be missed: ……

Please explain the reason for the absence (consider that the school will use this to determine whether the "exceptional circumstances" criteria is met).

You are asked to sign this request to confirm that the information provided above is correct, and that you have read the warning contained in the Additional Information overleaf.

Name of parent/carer completing this form: …… Signed: ……..

Date: ……..

Revised August 2026

For school use. To be completed by a member of staff so authorised

Date form received in school: ……..

Pupil's current attendance rate: ……..%

Number of unauthorised absences in last 6 months: ……..

☐ **Absence authorised – the school authorises the above absence as requested, satisfied that exceptional circumstances apply to this specific request.**

☐ **Absence unauthorised – the school is unable to authorise the absences specified overleaf.**

If the request is unauthorised, the main reason(s) are: (please tick all/any that apply)

☐ Circumstances not deemed to be exceptional
☐ The period covered by this request (length)
☐ The time of the school year
☐ Current attendance rate is low
☐ Number of unauthorised absences is high
☐ Other (please specify)

……
……
……
……

Date parent notified of school decision: ……..……

Signed (member of staff making determination): ……..…… Designation: …….....

Additional Information for parents

If this request is unauthorised by the school, a penalty notice may be issued by Devon County Council. A penalty notice offers a parent the opportunity of dealing with a potential offence without going to court, by paying a penalty. If parents can't afford to pay, or for any other reason do not take the offer of paying the notice within a set time, then the case will proceed to a magistrate's court. The provision of penalty notices is set by Regulations and the amount of the penalty, timeframe for payment or payment method are not able to be varied by Devon County Council.

Parents should note that penalty notices are issued per parent per child. In addition to natural parents any person with parental responsibility, any person considered to have day to day care and control of a young person is deemed to be a parent in matters relating to education and school non attendance (s576 Education Act 1996)

Parents should also note that as of 19th August 2024, only two penalty notices will be issued in a three-year period. A third offence may result in a summons to Magistrates Court which may result in a fine up to £2,500 and/or a term of imprisonment for up to 3 months.

PRIVACY NOTICE:
The information provided on this form will be used for purposes relating to School Attendance Legal Proceedings and may be shared with relevant services and organisations. It will not be processed or shared for any unrelated purpose. For further information please see our full privacy notice at https://www.devon.gov.uk/privacy/privacy-notices/privacy-notice-for-school-attendance-legal-proceedings/