

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

Date form received in school:

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

- | | |
|--|--|
| <input type="checkbox"/> Circumstances not deemed to be exceptional | <input type="checkbox"/> Current attendance rate is low |
| <input type="checkbox"/> The period covered by this request (length) | <input type="checkbox"/> Number of unauthorised absences is high |
| <input type="checkbox"/> The time of the school year | <input type="checkbox"/> Other (please specify) |

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.....

Signed (member of staff making determination): Designation:

Date parent notified of school decision:

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 magistrates 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 only one penalty notice per parent per child will normally be issued within a two year period. Any second 'offence' within a two year period will be referred straight to court.

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/>