**A request by a parent, that a future**

**S2**

**absence/period of absence be authorised,**

**by Newton Abbot College 6th Form**

Colleges are only allowed by law, to authorise non-medical absences if requested in advance by a parent with whom the pupil normally resides. A college can only authorise such a request if they are satisfied that there are “exceptional circumstances” which apply. However, even if there are exceptional circumstances, colleges 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.

Devon County Council’s advice is that colleges 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. It is therefore recommended that this completed form is sent into the college **at least three college weeks** before the intended absence if possible.

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

Pupil’s name: ………………….………………………………………… Year Group: ….…….

Pupil’s name: ………………….………………………………………… 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 college days that will be missed: ……………….

Please explain the reason for the absence (consider that the college 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.

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

Date: …………………….

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

**Date form received in college: ……………………………….**

**Pupils’ current attendance rate: ……. %**

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

**🞏 Absence authorised – the college authorises the above absence as requested, satisfied.**

**that exceptional circumstances apply to this specific request.**

**🞏 Absence unauthorised – the college is unable to authorise the absences specified overleaf.**

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

**🞏** Circumstances not deemed to be exceptional **🞏** Current attendance rate is low

**🞏** The period covered by this request (length) **🞏** Number of unauthorised absences is high

**🞏** The time of the college year **🞏** Other (please specify)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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

**Designation:** ………................................................................................

**Date parent notified of college decision**: ………………………………………………….…….…………….