**APPLICATION TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME DUE TO EXCEPTIONAL CIRCUMSTANCES**

Please complete this application form and return it to the school office as soon as possible.

Please note that no leave will be authorised during term time. Only in exceptional circumstances will authorisation be considered and you may be asked to provide evidence. (See leaflet).

**Any unapproved absence** **may result in fixed penalty being issued by Haringey Council of up to £120.00 per parent per child or your child being removed from the school roll. In such cases of prolonged absences parents may have to reapply for a school place, should one be available.**

|  |  |
| --- | --- |
| Start date of absence: | Date child will return to school: |
| 1. **Child’s Name:**
 |
| Class: |
| 1. **Child’s Name:**
 |
| Class |

**Reason for Absence:**

**Signature of Parent:**

**Headteacher/Deputy Headteacher to complete:**

Absence Authorised/Unauthorised

I have read and understood information on Fixed Penalty Notice For Non-Attendance at School.

**Parent/Carer Signature:**  **Date:**