

Due to exceptional circumstances I would like to request permission to take my child/children: *(please print names)*

.....

in Year (s) out of school for the following reasons:

.....

.....

Following my meeting with Mr Holt, I am aware of the school's policy and views on taking children out of school during term time. I understand that taking my child/children out of school may have a detrimental effect on my child/children's education and may incur a fine. The dates requested to take my child/children out of school are:

From to

Total number of days requested (including any half days)

I have attached a supporting statement and relevant documents to support my application.

Number of documents attached

Signed: Parent/Guardian

Date:

For office use only:

Date of meeting with parents

Authorised by Headteacher Unauthorised

Signed Date

Mr Stephen Holt, Headteacher

St Charles Borromeo Catholic Primary School and Nursery Diocese of Arundel and Brighton
Portmore Way, Weybridge, Surrey, KT13 8JD
Head teacher Mr Stephen Holt BA (Hons) PGCE, NPQH
Tel 01932 842617 Email info@stcharlesb.surrey.sch.uk www.stcharlesb.surrey.sch.uk