



Part of the Xavier
Catholic Education Trust



St. Charles Borromeo
CATHOLIC PRIMARY SCHOOL
AND NURSERY



Part of the Xavier Catholic Education Trust

Date:

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

.....
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 occur 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

For office use:

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

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