

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

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