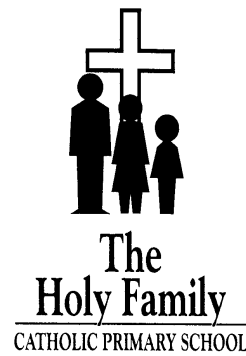


Holy Family Catholic Primary School

Ongar Hill,
Addlestone,
Surrey,
KT15 1BP
Tel: 01932 846366
Fax: 01932 830093



Headteacher: Mr S Tindall
www.holy-family.surrey.sch.uk
Email: office@holy-family.surrey.sch.uk

Application for 'Exceptional Circumstances' Absence

Date:

Due to exceptional circumstances I would like to request permission to take my child/children out of school during term time as follows:

Name of child/children

Class.....

Reasons for the decision to take my child out of school in term time:

.....
.....

The requested dates are:

From To

Total number of school days being requested

Following my meeting with Mr Tindall, 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. A fine may also be issued by the Local Authority in certain circumstances.

Signature of parent/guardian

FOR SCHOOL USE ONLY

Total number of school days already missed in the last year.....

I authorise / do not authorise this exceptional absence request.

Signed Date.....

Mr S Tindall, Headteacher