

**Holy Family Catholic Primary School**

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**The Holy Family**  
CATHOLIC PRIMARY SCHOOL



Headteacher: Mrs Z Munnik  
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**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 .....

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 .....

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**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.....

Headteacher