



Oakfield Junior School  
Bell Lane  
Fetcham  
Leatherhead  
Surrey  
KT22 9ND  
Telephone 01372 374781  
e-mail [Info@oakfield.surrey.sch.uk](mailto:Info@oakfield.surrey.sch.uk)  
website [www.oakfieldjunior.com](http://www.oakfieldjunior.com)

**Request for absence during term time**

Child's name ..... Class .....

Requested period of absence: from .....to .....inclusive.

Dear Mrs Willemse

I would like to take my child out of school for the following reason:

.....  
.....

It is not possible for this activity to take place during the school holidays because:

.....  
.....

I understand that if this request is refused and I still keep my child away from school I may receive a Penalty Notice from Surrey County Council of £60 per parent, per child.

Signed ..... Date .....

**For Office Use**

**Attendance percentage to date .....**

Dear.....

**I give permission** for you to take .....out of school

From ..... until .....inclusive.

**I do not give permission** for you to take .....out of school as unfortunately we are unable to authorise holidays during term time in accordance with our absence policy. The reasons given are not considered 'exceptional'.

Signed \_\_\_\_\_ Date \_\_\_\_\_

