



Oakfield Junior School
Bell Lane
Fetcham
Leatherhead
Surrey
KT22 9ND
Telephone 01372 374781
e-mail parent@oakfield.surrey.sch.uk
website www.oakfieldjunior.com

Request for absence during term time

Child's name Class

Requested period of absence: fromtoinclusive.

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 takeout of school

From untilinclusive.

I do not give permission for you to takeout 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 _____

