



Queen Mary's Grammar School

Headmaster: T J Swain, M A

Request for Absence for Religious Observance

Dear Parent(s)

The School recognises that you may want to request authorised absence from School for your son/daughter to enable him/her to carry out a religious observance.

This form should only be used for a published date in your religious calendar. Once the Headmaster has authorised the absence the bottom portion of this letter will be returned to your son/daughter via the register. It is therefore important that you give a minimum of three days' notice.

All other requests for absence for observance or family events, such as a weddings, funerals or pilgrimages should still be made in advance, in writing, in the usual way.

Name of Pupil	
Form/Tutor Group	
Name of Festival/Observance	
Date for absence requested	
If part of day what time will the pupil be absent?	

Signed:Parent/Carer

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This portion will be returned to you as confirmation of your request.

Name of Pupil	
Form/Tutor Group	
Name of Festival/Observance	
Date for absence requested	
If part of day what time will the pupil be absent?	

Request authorised as outlined above.

Yours sincerely

Timothy Swain
Headmaster

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