



Queen Mary's Grammar School

Headmaster: R J Langton, 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 child 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 child 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

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

Richard Langton
Headmaster

