St Mary's CE Primary School Lodge Hill Road, Selly Oak, Birmingham, B29 6NU

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Email: enquiry@stmryb29.bham.sch.uk

Headteacher: Mr S Smith



## **Leave of absence form – Religious Observance**

The school's Attendance Policy provides for authorised absence to be granted when a child and their family are celebrating religious festivals that fall within term time. Leave will be authorised once the completed form is returned to school.

Name of child(ren) and class(es):
Name of the festival being celebrated:
Date of leave being requested:
Intended date of child's return to school:
Signed:(parent/guardian) Date:
FOR SCHOOL USE ONLY:
Date request received:
Authorised absence granted: Yes/No
Signed:(Headteacher)