Lynch Hill School Primary Academy

APPLICATION FOR RECOGNISED RELIGIOUS LEAVE OF ABSENCE

This is an application form for you to request permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully:

- If you wish to take your child out of school during term time, you must apply for permission in writing using the form below in advance. The school will only consider such requests in exceptional circumstances.
- We will only consider and authorise recognised religious celebrations and we will usually authorise one day.

Having read these notes, if you still wish to apply for a leave of absence, then please complete the application and return **IN ADVANCE** of the requested dates.

Pupils Name: _____ **Class:** _____

I request permission for my child to be absent from school on (date) _____

Religious Celebration being celebrated: (please circle)

Holi, Diwali, Baisakhi, Eid-ul-adha, Eid-ul-Fitr, Chinese New Year, Hanukkah

other: _____

Name of Parent/Carer making application: _____

Signed: _____

Date: _____

Lynch Hill School Primary Academy (Reply for school use)

Dear _____

Thank you for your application to take _____ in class _____.

I can confirm that _____ day has been authorised for Holi, Diwali, Baisakhi, Eid-ul-adha, Eid-ul-Fitr, Chinese New Year, Hanukkah, other: **This will be monitored in school by the Attendance Officer.**

Mrs L Tomlinson
Headteacher