



Religious Observance Leave of Absence Request Form

Kingsway Primary School is committed to every child fulfilling their potential and this can only be achieved if children are in school regularly.

Child's name and class	Child's name and class

Parent/Carers name and address

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Requested Religious Observance start date:

Requested Religious Observance finish date:

Reason for request:

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In respect of absences relating to religious observance, most requests for 1 day of absence can be recorded as authorised however, the day must be exclusively set apart for religious observance by the religious body to which parents belong.

Print name: Signature:

Date:

It is important that request for the absence is received in writing by the Head Teacher. This will enable the school to deal appropriately with the request and ensure the appropriate code is recorded into the register. Failure to request the absence would result in the absence being recorded as unauthorised by the school. The decision made by the school is final.

Please note that if a child has unauthorised leave of absence Leicestershire County Council may issue a parent with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days) or, the case could be referred by the Local Authority to the Magistrates' Court for the purposes of criminal prosecution.

Date request received:

Date Letter sent to Parent/Carer: