



Dear Parent/Carer

ABSENCE FROM SCHOOL FOR RELIGIOUS OBSERVANCE

As part of our Attendance Policy, and in compliance with the Local Authority Policy, absence from school for the observance of dates set aside by a relevant religious body will be authorised by the Headteacher.

Please complete this form to advise us of your child’s planned absence for this reason so that their attendance record can be noted with a religious holiday mark.

If your child/children will be attending a faith centre to undertake religious observance, you may also submit a Confirmation of Religious Education Off-Site Form which will allow us to grant a full register mark for this day.

Yours faithfully

Mrs L Picton
Headteacher



NOTIFICATION OF PLANNED ABSENCE FROM SCHOOL FOR RELIGIOUS OBSERVANCE

Please complete and return to your child’s Head of Year at least **10 days** before the absence begins.

Name of Student:	Form:	Current attendance % (to be completed by school):
Date absence begins:		
Date of return to school:		
Reason for absence:		
Parent/Carer signature:	Date:	
Parent/Carer name (print):		
Address:		
Telephone number:	Email address:	
Head of Year signature:	Date:	