

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

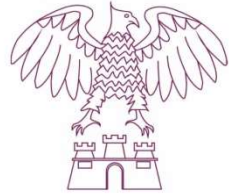


NOTIFICATION OF PLANNED ABSENCE FROM SCHOOL FOR RELIGIOUS OBSERVANCE

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:	

Caerleon Comprehensive School Ysgol Gyfun Caerllion



CONFIRMATION OF OFF-SITE RELIGIOUS EDUCATION

I confirm that my son(s)/daughter(s) were absent from school and was receiving religious education off-site on the following dates:

Name of Child	Date(s)

Religious Festival/Event being observed/Reason for Absence: _____

The religious education took place at the following faith centre:

Name of Faith Centre	Address

During the time that this religious education took place, I confirm that I was present and supervising my child/children.

Parent/Carer Signature: _____

Parent /Carer Print Name: _____

Date: _____

Faith Centre Committee Member or Leader Signature: _____

Faith Centre Committee Member or Leader Print Name: _____

Date: _____