



8th September 2016

Dear Parent(s)/Carer(s),

Eid ul-Adha is due around Monday September 12th and we appreciate this is a very important holiday and you may wish to take your child out of school in order to celebrate. Whilst our school policy does not authorise holidays and days out during term time I am happy to grant one days authorised absence from school in order to observe this religious festival. I must advise though, this will have an effect on your child's attendance figure. This is not our own rule, but is always the case for any time out of any school even when authorised. However, as an alternative should you be willing for them to leave at 1.30pm this would then not have an impact on their attendance.

If you wish to take your child out of school for the day we will require a 'Student Leave of Absence' form completing, which can be found on our website, or alternatively from the school office. If you wish your child to leave at 1.30pm please let us know via a note in their planner.

If you require any further assistance in this matter, or would like to speak to a member of staff, please do not hesitate to contact your child's tutor.

Thank you for your continued support and we wish you a very happy Eid celebration.

Yours faithfully

Mrs J Brown
Head of School