



23 May 2019

Dear Parent/Carer

Requesting authorised absence for Eid-Al-Fitr

Many Muslim families will start the Eid celebration around 5 June this year. The school understands that some students will take time off for religious observance.

The school remains open during this time but Muslim students will be allowed to take one or two days off school for the celebration of Eid. This is an authorised absence but we still require a note informing us of the dates the student will be absent. You may find it easier to fill in and sign the slip below and return it to their form teacher.

Please note that if a student in your family has an exam during Eid-Al-Fitr, they will be expected to attend and sit the exam. They will not have opportunity to sit the exam at an alternative time; non-attendance will result in a zero mark. This stipulation has been set and agreed by all examination boards.

Please further note that, although the absences are authorised, it is still counted as an absence on the student's attendance report. This is in line with statutory guidance as published by the Department of Education in November 2013. Within school, we make sure pupils are not unfairly affected by this absence regarding rewards for 100% attendance. However, the school's attendance register is a legal document and therefore the absence must be recorded.

I would like to take this opportunity to wish everyone Eid Mubarak.

Yours sincerely,

Sarah Sims, Head of School

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EID-AL-FITR

NAME OF STUDENT(S): _____ **FORM(S):** _____

My son/daughter will take one/two (please tick as appropriate) day(s) off for religious observance of Eid –Al-Fitr.

Tuesday 4 June

Wednesday 5 June

Thursday 6 June

Signed: _____ (Parent/Carer) Date: _____

Please ensure this form is returned no later than Monday 3 June 2019.

Executive Headteacher: Roisin Paul

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