



EMMANUEL COLLEGE
Emmanuel Schools Foundation

20 April 2023

Dear [RecipientTitle] [RecipientSurname]

EID – Friday 21 April

The festival of Eid is upon us. As a College we recognise that Eid is important to many families in our community.

Many families have already requested the day as a leave of absence so that they are able to celebrate this festival with their loved ones.

As a reminder, the process for requesting an absence for a religious holiday or festival in our attendance policy states:

For an absence to celebrate a religious holiday or festival, a letter requesting time off must be submitted to the Principal at least two days before the requested dates. The Principal has the final decision as to whether this absence is recorded as authorised or unauthorised. If the student is absent and submits the letter after the event, or if the student does not attend College despite the absence being unauthorised, the absence may be recorded as unauthorised or as parentally condoned truancy.

If you are planning to celebrate Eid and you have not yet requested for your child to be absent for this event, please email reception@emmanuelctc.org.uk with a subject header EID so that we can assure your child's attendance mark is correct.

Yours sincerely

Mr G Steer
Vice Principal (Behaviour and attitudes)