



EMMANUEL COLLEGE

Emmanuel Schools Foundation

10 March 2026

Dear [RecipientTitle] [RecipientSurname]

The festival of Eid is celebrated later this month and as a school we recognise that Eid is important to many families in our community. Several 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, our process for requesting an absence for a religious holiday or festival is as follows:

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 so that we can assure your child's attendance mark is correct.

Yours sincerely

Mr D Greenshields

Vice Principal (Behaviour and attitudes)