



18 April 2023

Requesting Leave of Absence for Eid ul-Fitr

Dear Parent/Carer,

We are writing to you in advance to confirm the process for requesting a leave of absence for religious observance, as directed by the Department for Education.

All students celebrating Eid are entitled to request one day's leave for religious observance. Given that Eid celebrations may vary among our families, we ask that if you are celebrating on **Friday 21 April**, you notify the school in the morning of your child's absence by one of the following:

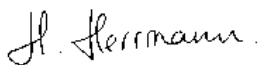
- Calling 0121 783 7807
- Sending an in-app message (free of charge) via our [MyEd App](#)
- Emailing enquiry@hodgehill.bham.sch.uk

Whilst we acknowledge the importance of family time on the day of Eid, we are duty-bound to ensure all students are appropriately accounted for, therefore your cooperation in this regard would be appreciated.

The school (once notified) will authorise leave for the day requested and your child's record will be updated. Parents/Carers are reminded that any absence following this day of religious observance will be marked as unauthorised. In the case of absence due to illness, the school may request medical evidence prior to authorising any absence.

Wishing you well for the remainder of Ramadan.

Yours faithfully,



Hannah Herrmann
Headteacher