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Headteacher: Tony Wilson BA Hons, NPQH

Ref: TOB/LNL/EIDAbsence

11<sup>th</sup> June 2018

**Subject: Authorised Absence for Eid**

Dear Parents/Carers,

Earlier this month we wrote to parents with some guidance for students who were taking exams and fasting during Ramadan. We hope this is going well for you and your families.

With Eid celebrations, fast approaching it is important; we clarify the arrangements if you wish for your child to have an authorised absence for 'Religious Observance' to celebrate Eid.

It is likely that Eid ul Fitr will be on either Friday 15<sup>th</sup> or Saturday 16<sup>th</sup> June 2018. Therefore, City Academy will authorise **one day of absence** for religious observance on Friday 15<sup>th</sup> June 2018.

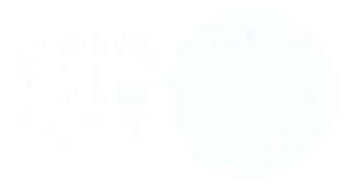
If you wish to have an authorised day of absence for religious observance for your Eid celebrations please complete a leave in term time request and return this to reception ahead of your requested day of absence.

If you have any questions or queries, please do not hesitate to contact myself or Mrs Nolan – Attendance and Welfare Manager at City Academy.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'T O'Brien'.

Mr T O'Brien  
**Assistant Headteacher**



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EXCEPTIONAL CIRCUMSTANCES - LEAVE IN TERM TIME REQUEST

Pupil's Name ..... D.O.B ..... Form .....

Pupil's Name ..... D.O.B ..... Form .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....
.....
.....

Dates of Absence

From ..... To ..... No of school days .....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
• I / we will supply the name and phone number of a contact person whilst abroad.
• if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice, and could be fined £60 or £120 depending on how soon payment is made.
• after four weeks of absence my / our child/ren may be removed from the school register and I / we will then be responsible for finding a new school on my / our return.

Table with 2 columns for Parent/Carer Name, DOB, Address, Signature, Date.

Request agreed / denied

Signed ..... Head Teacher Dated .....



1. The first part of the document discusses the importance of maintaining accurate records.

2. It then goes on to describe the various methods used to collect and analyze data.

3. The following section details the results of the study and the conclusions drawn from the data.

4. Finally, the document provides a summary of the findings and offers suggestions for future research.

5. The overall goal of this study was to determine the effectiveness of the proposed method.

6. The results show that the proposed method is significantly more effective than the traditional method.

7. This finding is supported by the statistical analysis conducted on the data.

8. The study also identified several factors that influence the performance of the proposed method.

9. These factors include the quality of the data and the skill of the operator.

10. In conclusion, the proposed method is a promising approach for improving the accuracy of the data.

11. Further research is needed to explore the potential of this method in other applications.

12. The authors would like to thank the funding agency for their support of this research.

13. The authors also wish to express their appreciation to the participants who provided the data for this study.

14. Finally, the authors would like to thank their colleagues for their helpful discussions and comments.

15. The authors are confident that the findings of this study will contribute to the advancement of the field.

16. The authors would like to contact you if you have any questions or would like to request a copy of the full report.

17. Please contact the author at the address listed below.