



## ATTENDANCE POLICY

***The Prophet Muhammad (peace be upon him) said:***

***"The seeking of knowledge is obligatory for every Muslim." - Al-Tirmidhi, Hadith 74***

***"One who treads a path in search of knowledge has his path to Paradise made easy by God..." - Riyadh us-Saleheen, 245***

***"A servant of God will remain standing on the Day of Judgment until he is questioned about his (time on earth) and how he used it; about his knowledge and how he utilized it; about his wealth and from where he acquired it and in what (activities) he spent it; and about his body and how he used it." - Al-Tirmidhi, Hadith 148***

Regular madrassah attendance is a responsibility on parents. The madrassah is required to record absences and late arrivals on a pupil's annual report.

We expect our pupils to have an attendance percentage record of over 95% is the norm. Teachers must notify the madrassah office if a pupil does not attend regularly. The madrassah will notify the appropriate parent if a pupil has a low attendance of 85% or below, or if they are absent continuously without the Madrassah's authorisation for ten or more madrassah days.

**Non-emergency medical and dental appointments should be made outside madrassah hours.**

Appointment letters for specialist or hospital treatment should be shown to the office in advance of the appointment.

All pupils are expected to stay on the madrassah premises during reward and break times.

### **Authorised absence procedures**

Authorised absence is where the Parents are asked to telephone the Madrassah Office on every evening of absence, between 5.00pm and 6.30pm. A member of the Administrative Staff will try to contact you if we have not received a reason for the absence from you. If the Administrative Staff are unable to contact you by telephone, a text message will be sent. Absence will remain unauthorised until contact has been made.

Acceptable reasons for absence would normally be only illness or bereavement. Absences for anything besides illness or bereavement are authorised by the madrassah only if advance notice is given and a letter, appointment card etc is shown.

Absences must be explained by a parent in a letter to the Class Teacher on the day that the pupil returns to madrassah. This must be signed by a parent and dated.

If a pupil is absent for three days or more, the parent must provide the class teacher with a medical certificate from the GP, or from the practitioner who is providing medical treatment. A risk assessment will be carried out for any pupil who returns after a prolonged period of absence.

If a pupil has been absent with an infectious illness that has to be notified to public health authorities, a parent should send in a medical certificate on the child's return. This should state the nature of the illness and certify freedom from infection. All cases of infectious illness in the home should be reported to the madrassah immediately by telephone to allow madrassah to make a decision on whether to inform other parents of the risk.

If a pupil arrives in madrassah after 5.00pm, parents must notify the madrassah of lateness.

### **Leave of absence for holidays**

The madrassah does not normally authorise absence for holidays in term-time and strongly discourages parents from making such requests.

Leave of absence will not be authorised if the pupil's attendance is low.

Leave of absence will not be authorised for any pupils during the madrassah examination period, dates of which are shown in the madrassah calendar issued at the start of the new academic year.

Leave of absence will not be authorised for after school clubs or coaching clubs.

Requests for leave of absence will only be considered on receipt of a completed holiday request form, which can be obtained from madrassah office.

Each request will be considered individually. Requests must be received by the Head Teacher / principal before bookings are made, and at least two weeks (during term time) before the absence.

Absence will always be classified as unauthorised if the holiday has not been agreed in advance. If a pupil fails to return to madrassah on the agreed date following leave of absence, the madrassah reserves the right to remove their name from the register. All absence over the number of days requested will be classed as unauthorised.

### **Unauthorised absence**

Absence is classified as unauthorised in the following cases:

- If the reason for absence is unacceptable to the Madrassah
- If the pupil does not bring a written explanation of absence from a parent
- If the pupil misses a lesson without the permission of the teacher

- If the pupil leaves the madrassah site without the advance written permission of a parent, authorised by the Head teacher / principal.
- If a pupils takes leave of absence without obtaining prior written permission
- If a pupil fails to return to madrassah on the agreed date following an authorised leave of absence. – This includes unauthorised extension of authorised holidays.

Unauthorised absence is noted in a pupil's individual madrassah record and may affect their annual attendance.

## **PUNCTUALITY**

Punctuality is regarded by the madrassah as an important indicator that a pupil is learning self-discipline and good time management. Pupils and parents must make every effort to avoid lateness.

### **Registration**

The registration takes place at 4.45pm If a pupil arrives after the register has been taken, they will be marked 'late' in the register.

If a pupil arrives after the end of the registration period, they should sign the "Late Book" at madrassah office and proceed quickly to the class. However, arrival after the close of the register is classed as absence, and the pupil must bring a letter of explanation from a parent.

An exception to this regulation is made if the madrassah bus arrives later than normal, delaying pupils through no fault of their own. Madrassah bus pupils are marked as present when they arrive and not late.

Pupils who are regularly late will be dealt with as follows:

On the first occasion they will be given a warning, each occasion subsequent to this they will be given a demerit which will ultimately lead to an after madrassah detention.

Parents of pupils who are persistently late will be invited in to discuss the reasons for their child's punctuality.

### **Register codes:**

<b>Code</b>	<b>Description</b>
\	Present
L	Late (before reg closed)
O	Unauthorised circumstances
A	Authorised
H	Madrassah Holiday

## **PROCEDURE FOR MONITORING ATTENDANCE**

a) **First day contact**

The purpose of first-contact is to:

- Provide a way in which parents can let the madrassah know that a pupil is unable to come to madrassah, the reasons for this and the expected date of return
- Enable the madrassah to contact parents/carer to notify them their child has not arrived in madrassah

A designated member of the office staff will be responsible for contacting parents on the first day of absence.

- Registers to be checked at 5.00pm and pupils who are first day absent are identified
- The office member contacting parents by phone to query the absence (ensure correct phone/mobile number is used) If contact is not possible then a text message will be sent
- Records of all absence contacts made to parents must be kept
- A pupil will have their absence authorised once contact has been made with parent and suitable reason for absence has been given

b) **Following up absences**

- Parents must explain their child's absences on the first day they return back to madrassah.
- If the pupil is absent for **two consecutive days** and the office failed to contact parents, then on the third day of absence the **class teacher must inform the Head teacher / principal**. On **third day** of absence Head teacher / principal send a letter to parents urging them to notify the madrassa of the reason for their child's absence.
- Within three madrassah days of the date of the letter, if the parents have still not contacted the madrassah, the Head teacher / principal have the right to remove student.
- Attendance monitor to check form registers on a daily basis and act immediately upon any unjustified cause for concern absence. This information is passed to Head teacher / principal who ensures that class teachers are using the correct code and that registers are fully completed.
- Attendance monitor reports persistent punctuality to madrassah office so that it can be followed up

c) **Actions to be taken for pupils whom attendance is a cause for concern**

- Absence on a certain day on a regular basis, Class teacher to inform madrassah office who will send a letter to parents to discuss their concern.
- Too many absences on a certain day due to medical appointments
- Pupils who fail to return to madrassah at the end of an authorised leave of absence
- Pupils who go on holiday without gaining madrassah permission:
  - recorded as 'O' in registers
  - Parents are contacted by Head teacher / principal
- Pupils regularly attend madrassah after registration is closed: pupils/parents should be reminded that punctuality is important and that attending once registration has been completed is marked as an unauthorised absence 'O' – pupils/parents reminded that this can affect their child's annual attendance.

- If a pupil's attendance falls below 85% the parents are called in for a meeting with the Head Teacher / principal to discuss the matter.
- If a pupil's attendance does not improve once the parents have been brought in, the parents may be asked to withdraw their child from the madrassah. This is at the Head Teachers / principals discretion.

APPENDIX 1

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM MADRASSAH DURING TERM TIME

Pupil's Name ..... Tutor Group/Class .....

Home Address .....

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I wish to apply for my child to be absent from madrassah during the following dates:

Date of Last day at Madrassah ..... Date of Return to Madrassah .....

Total number of madrassah days missed .....

Reasons for absence from Madrassah:

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I make application for my child named above to have authorised absence from madrassah for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular madrassah attendance.

Name of Parent/Carer making application .....

Signed .....

Date .....

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S MADRASSAH GIVING  
AT LEAST 2 WEEKS' NOTICE OF INTENDED ABSENCE