

Attendance Policy

V1

2024-25

Madrasah Attendance and Punctuality Policy

Introduction

At our Madrasah, we aim to provide the highest standard of Islamic education to all pupils, enabling them to achieve both academically and spiritually. Consistent attendance and punctuality are crucial to achieving this goal. We believe that a child's education is a fundamental right, and it is the responsibility of both parents and the Madrasah to ensure that every child attends regularly and on time. This policy outlines our expectations and procedures for attendance and punctuality, the roles and responsibilities of parents, staff, and students, and the consequences for poor attendance and lateness.

Aims of the Policy

- To improve attendance and punctuality for all pupils, ensuring they have full access to the Islamic education and Tarbiyyah provided by the Madrasah.
- To clarify the roles and responsibilities of staff and parents in maintaining good attendance.
- To support the continuity of teaching and learning for all pupils and maintain a positive Madrasah ethos.
- To promote awareness of the importance of regular attendance for the child's academic and spiritual progress.

Role of Parents

Parents play a vital role in ensuring that their children attend Madrasah regularly and on time.

We expect parents to:

- Ensure their child attends Madrasah regularly and punctually.
- Ensure that their child is collected on time at 7pm.
- Notify the Madrasah in advance of any absence, including the reason for it.
- Arrange medical or other appointments outside Madrasah hours whenever possible.
- Support the Madrasah by not requesting permission for holidays during term time.
- Ensure that their child returns on time after Madrasah holidays and events.
- Respond to requests for meetings regarding persistent lateness or absence.

Attendance Expectations: Students should attend all sessions unless there is a genuine reason for their absence. A pattern of poor attendance can disrupt learning, hinder academic progress, and negatively impact the child's self-esteem and motivation. The Madrasah will monitor attendance regularly and take action in cases of excessive absence.

- **95% Attendance:** Missing days in a year result in significant learning loss.
- **90% Attendance:** Missing days in a year result in even greater learning gaps.

Lateness

Lateness disrupts the learning environment, not only for the late pupil but also for others. Students who arrive late miss important instructions, and teachers are required to repeat lessons, further reducing instructional time for all pupils.

- **First two instances of lateness:** Verbal warning given.
- **After three instances of lateness within a month,** Parents will be called for a meeting to discuss the issue.
- **Repeated lateness:** A "late detention" of 10 minutes will be imposed. Further incidents may lead to more severe actions.

Reporting Absence Parents must report any absence via the Madrasah's designated email or phone number. Absence due to illness, family emergencies, or religious events must be communicated before the start of the Madrasah session.

Action Plan for Unauthorised Absences

- **3 absences in 10 days without valid reasons:** A formal review of the child's attendance will be conducted, and parents will be notified.
- **8 absences in a month without valid reasons:** Parents will be contacted for a meeting.

If attendance does not improve, the Madrasah management will consider further action, including the possibility of removal from the Madrasah register.

Consequences of Poor Attendance and Lateness

Repeated poor attendance or chronic lateness may result in the following actions:

- **Warning:** A formal warning will be issued after 5 unauthorised absences or 8 instances of lateness in a month.
- **Parent Meeting:** If there is no improvement, a meeting will be scheduled with parents to discuss further action.
- **Removal from Register:** After prolonged poor attendance (below 80% for a term) or failure to attend meetings, the child may be removed from the Madrasah register.

Term-Time Holidays

We strongly discourage parents from taking children on holiday during term time. Any requests for leave during term time must be made in writing to the Headteacher at least two days before the planned absence. Leave will only be authorised under exceptional circumstances, and absence during term time without approval will be marked as unauthorised.

Madrasah Holidays and Absence after Breaks

Madrasah holidays are scheduled at the beginning of each academic year, and students are expected to return promptly at the end of each break. If a student is absent after a break, this will be considered an unauthorised absence unless prior arrangements have been made with the Headteacher.

Examinations and Special Events Attendance at exams, parents' evenings, and prize-giving ceremonies is compulsory. Failure to attend exams without a valid reason may result in a resit, or in some cases, the student may not receive a grade.

Monitoring Attendance

The Madrasah will maintain a record of attendance via the Raziil system, which will be updated daily. Teachers are responsible for taking the attendance register at the start of each session, and any unexplained absences will be marked as unauthorised.

Consequences of Poor Attendance and Lateness Repeated poor attendance or chronic lateness may result in the following actions:

- **Warning:** A formal warning will be issued after 3 unauthorised absences or 3 instances of lateness in a month.
- **Parent Meeting:** If there is no improvement, a meeting will be scheduled with parents to discuss further action.
- **Removal from Register:** After prolonged poor attendance (below 80% for a term) or failure to attend meetings, the child may be removed from the Madrasah register.

Conclusion: This policy is designed to ensure that all pupils can make the most of their Islamic education. We encourage parents to support their children in maintaining excellent attendance and punctuality, understanding that the success of the Madrasah community relies on everyone's commitment. We appreciate your cooperation in helping us uphold the standards of education and personal development for every child.

Note: Failure to comply with this policy may result in your child losing their place in the Madrasah.