

Attendance and Punctuality Policy

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Headteacher	Maulana Mohammed Patel
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Madrasah Abu Hurairah is dedicated to providing a structured and quality Islamic education. Attendance and punctuality are integral to the success of our students' religious learning and overall development. This policy outlines the expectations, guidelines, and procedures for attendance and punctuality at Madrasah Abu Hurairah.

Policy Objectives:

- To promote regular attendance and punctuality among students.
- To ensure that students can fully engage in their religious education.
- To provide a framework for handling scheduled late arrivals or early leave for extracurricular activities.
- To record attendance and punctuality for evaluation purposes.
- To emphasise the importance of attending Madrasah regularly and punctually.

Attendance and Punctuality Guidelines:

1. Regular Attendance:

- Students are expected to attend Madrasah everyday, arriving on time for their designated classes.

2. Punctuality:

- Punctuality is vital. Students should be present and prepared for class at the scheduled start time.

3. Absence and Leave:

- Absences are strongly discouraged and should be reserved for genuinely unavoidable circumstances.
- Absences for non-essential reasons such as leisure excursions, family gatherings, weddings, or holidays will not be allowed or authorised.
- Parents and guardians are responsible for ensuring their child's regular attendance.
- In exceptional circumstances where a scheduled absence is unavoidable, parents or guardians must complete the "Exceptional Leave Request Form".

4. Recording Attendance:

- Daily attendance and punctuality will be recorded for all students. This information will be considered when preparing end-of-year reports.

5. Late Arrivals/Early Leave for Extracurricular Activities:

- Late arrival/early leave, albeit for extracurricular activities, is extremely disruptive to students' learning, the classroom environment and the Madrasah set up, and as such is highly discouraged.
- Parents or guardians seeking to schedule late arrivals or early leave for extracurricular activities must complete and submit the "Late Arrival/Early Pick-Up Request Form" to the Madrasah office.
- The Madrasah office will respond to requests via email/WhatsApp.

6. Extra-Curricular Activities:

While we seek a well-rounded educational experience for our students, we also recognise the importance of maintaining regular attendance and punctuality at Madrasah. Hereunder is some guidance to help strike a balance between the education offered at Madrasah and your child's other commitments.

- **Prioritise Regular Madrasah Attendance:**

We understand that children may have other engagements, such as tuition or clubs. However, we kindly request that you prioritise regular attendance at Madrasah, as the foundation of Islamic knowledge is crucial for their overall growth and development.

- **Coordination with Other Activities:**

If your child is involved in other activities or tuition that coincide with Madrasah timings, we recommend coordinating with those organisers to explore the possibility of adjusting schedules. This will help ensure that your child can fully participate in both Madrasah education and other beneficial activities.

- **Making Up Missed Lessons:**

In the event that your child misses a lesson due to participation in other activities, we encourage you to work with our teachers to ensure that missed material is covered. This may involve scheduled additional

study or catch-up sessions out of regular madrasah hours to help your child stay on track with the curriculum. However, the responsibility of making up for missed lessons lies with the parents or guardians.

- **Instilling a Sense of Balance:**

Take this opportunity to instil in your child the importance of balance in their life. Balancing Madrasah education with other activities fosters a well-rounded individual, and we appreciate your efforts in guiding them to understand and prioritise their commitments.

7. Evaluation and Consequences:

- Students who consistently arrive late or have frequent absences may face consequences, including discussions with parents, additional catch-up sessions, or, if necessary, review of their enrolment at Madrasah.
- Students who uphold outstanding attendance and punctuality will be acknowledged with: certificates, badges, shoutouts, prizes and privileges.
- Classes who collectively achieve high attendance and punctuality will also be acknowledged through awards, shoutouts and prizes.

8. Compliance:

- All parents, guardians, and students are expected to adhere to this policy and support the importance of regular attendance and punctuality.

9. Review and Updates:

- This policy will be reviewed periodically to ensure its effectiveness and alignment with Madrasah objectives.

Madrasah Abu Hurairah is committed to fostering a structured and nurturing environment for Islamic education. We appreciate your cooperation in maintaining a culture of regular attendance and punctuality, ensuring your child's success in their religious studies.

Late Arrival/Early Pick-Up Request Form can be found [here](#).

Exceptional Leave Request Form can be found [here](#).