



ATTENDANCE AND PUNCTUALITY POLICY

Reviewed: September 2018 | Next review: September 2019

1.0 PRINCIPLES- ATTENDANCE AND PUNCTUALITY POLICY

- Regular and full time attendance is linked to attainment and essential for pupils if they are to benefit fully from their madrasah life.
- It is important that children learn the importance of being punctual as part of their preparation for adult life.
- The madrasah and parents should work together in order to achieve high standards of attendance and punctuality.
- Being punctual is an obligation in Islam, especially when it is a contractual requirement and impacts upon others. Being punctual demonstrates to others the tremendous value that Islam places on time and shows consideration to those around us.

Darul Aftal will:

- Give attendance and punctuality a high priority;
- Encourage parents to fully support the policy as a vital contribution towards their child's education;
- Ensure that attendance is effectively monitored;
- Communicate effectively with other agencies;
- Meet the legal requirements with reference to authorised and unauthorised absence;
- Ensure that all staff comply with the madrasah policy and deal consistently with absence and punctuality;
- Ensure information is made available to parents;
- Develop incentives for good attendance and punctuality

Strategies to promote and maintain high standards of attendance and punctuality

- All new parents are introduced to the Policy in the Madrasah Prospectus.
- Individual parents are approached where there is concern about their child's attendance or punctuality.
- Certificates to reward children for excellent attendance & punctuality.
- This policy is available for parents to access in the madrasah office, is sent home to Parents at the beginning of the year and is given to all new admissions during the year.

2.0 ABSENCES

All absences have to be classified by the madrasah as either authorised or unauthorised depending on the reason given. This is why information about the cause of each absence is always required. Whenever possible, steps should be taken to make appointments outside madrasah time to avoid unnecessary disruption in the child's education.

2.1 AUTHORISED ABSENCE

Authorised absences are time away from madrasah for a good reason which is totally unavoidable. These can include reasons such as

- Emergency circumstances;
- Sickness,
- Up to a maximum of 3 days following a traumatic event/bereavement/death of a close member of the family.

Any other reasons for absence must be discussed with the madrasah and evidence may be requested. Emerging patterns of authorised absences will be investigated which can seriously disrupt the continuity of learning.

2.2 UNAUTHORISED ABSENCE

Unauthorised absences are those which are not considered reasonable and for which no “leave” can be given and will include:

- The child is absent because a parent is ill
- The child is absent because a sibling is ill
- The parent cannot get the child to madrasah
- The child is taken on a shopping trip
- The child is absent due to a special/family treat
- The child is absent due to family work patterns
- The child refuses to come to madrasah or wants to stay at home (must inform the madrasah)
- The child arrives after the close of the register without a satisfactory explanation
- Where an explanation for an absence has not been received by the madrasah.

3.0 COMMUNICATING ABSENCE

3.1 ILLNESS

- Parents have a responsibility to inform the madrasah if their child is ill. Parents must contact the madrasah by way of telephone on 07746 520961 or email contact@darulatfaal.com on the first day of absence by 10.00 am giving the nature of the illness and when they are likely to return.
- Parents are responsible to ensure that formal notification is given to the madrasah office explaining the reason for all absences. If we do not receive notification, the absence will be recorded as unauthorised.
- For a long period of illness, the parent must make regular contact with the madrasah and provide any documentation that may be requested.
- In some circumstances, further evidence of a child’s illness, such as a doctor’s note or official documentation may be requested.

3.2 MEDICAL APPOINTMENTS

Ideally, all appointments should be made outside of madrasah hours. If a child needs to be absent for a medical appointment, a note and/or a copy of the appointment letter must be received by the class teacher before the appointment. For emergency appointments, a note will be accepted when the child returns to madrasah.

3.3 LEAVE DURING MADRASAH DAY

If a child has to leave during the madrasah day for any authorized reason, the parent or guardian will be asked to 'sign out' the child in the madrasah office.

4.0 FAILURE TO INFORM MADRASAH

1. The madrasah will telephone the child's home to enquire about an absence if the parent has not contacted the madrasah.
2. If a child has been absent for 3 days without an explanation, we will attempt to contact the parent by telephone or email.
3. If no satisfactory response is received, we will write a letter.
4. Should this still result in a nil response; the madrasah will allow a period of 1 month before removing the child from the madrasah roll permanently.

5.0 HOLIDAYS

The madrasah implements a ZERO tolerance policy on unnecessary leave during term time. Holiday will only be granted in exceptional circumstances at the discretion of the management.

5.1 UNAUTHORISED ABSENCE EXCEEDING 3 DAYS

- If the pupil does not attend madrasah for over 3 days or has unauthorized absence for more than 3 days in any given term, the madrasah will pursue to contact the parents by telephone.
- The pupil will be taken off the madrasah roll from the 4th day.
- To re-apply to Darul Atfaal, parents will be required to pay the one-off intake fee of £75 again.

5.2 EDUCATION & TESTS

Leave will be refused where children have already missed a lot of work or at crucial times of the year. Leave will not be granted in the lead up to examinations and during the course of examinations.

When a pupil is withdrawn during term time, there is disruption to the learning process that can result in the pupil falling behind his/her group. There is a belief, amongst some parents, that this time can be made up by the madrasah providing 'work' for the pupil to complete during the holiday period. However, this does not have the desired effect since the pupil has missed out on quality teaching time.

In general terms it is our policy not to provide your child with the work which is planned for his/her group during period of absence. The teacher will, if possible, try to make up work that has been missed on your child's return to madrasah.

6.0 PUNCTUALITY

6.1 ARRIVAL & COLLECTION

The madrasah gates open at 9.20am and close at 9.35am.

Arrival after 9.35 am will result in:

- Pupils missing Qur'aan lesson time which is an essential part of our curriculum;
- Parents are required to come into the madrasah office to sign the late book giving reason;
- A late mark in the book/register.
- After 3 late entries in any given term, parents will be sent a warning letter.
- On the fourth occasion in the same term, parents will be issued with an administration cost of £10 per child.

- If lateness persists in the same term, parents will be issued with a £10 administration cost for every subsequent occasion, for a further 3 weeks.
- After this they will be asked to attend a meeting with the Head teacher to discuss the matter.

Arrival after 9.35am will result in

- An absent mark given in the register
- Parents having to come into the madrasah office and complete a late slip giving reason for lateness. This will constitute an unauthorised absence, unless a valid reason is given.

Home time: Collection after 12.35 pm

- Will result in parents having to sign the 'After Madrasah' late book.
- After 3 late entries in any given term, parents will be issued with £10 admin cost per child.

6.2 LATENESS

Lateness causes disruption to the smooth running of the madrasah. Arriving late causes disruption to the class, repetition of instructions and is an unsettling start to the day for the child. This also results in the child missing lesson time which is an essential aspect of their learning and personality development. Lateness when collecting causes disruption to the staff's after madrasah responsibilities and planned meetings.

If parents know they are going to be late in the morning or afternoon, they should call the madrasah and leave a message, however this should not be persistent.

7.0 PARENTAL RESPONSIBILITY

Any problems with regular attendance and punctuality are best sorted out between the madrasah and the parents. Parents are expected to contact the madrasah at an early stage and to work with the staff in discussing matters and resolving issues together. This is nearly always successful. Where there is cause for concern, the madrasah will contact the Parents to discuss the reasons. These will be investigated and recommended strategies discussed to help improve.

In order for this policy to be successful every member of the madrasah community must make attendance and punctuality a high priority. We must share our enthusiasm for education; communicate its importance to pupils and all members of the madrasah community.