



## **Attendance Policy**

### **Introduction**

At Madrasah Al Furqan, regular attendance is essential for students to benefit fully from their Islamic education. Attending every session on time supports academic progress, spiritual development, and personal growth. This policy outlines our expectations around attendance, how absences should be reported, and the steps we take to address concerns.

### **Policy Aim and Objectives**

This policy aims to:

- Encourage regular attendance and punctuality so students make the most of their learning.
- Ensure parents and carers understand the importance of good attendance.
- Provide clear procedures for reporting absences and managing attendance issues.

### **Attendance Expectations**

- Students are expected to attend every scheduled Madrasah session unless they are genuinely unwell or have another valid reason.
- Punctuality is essential. All students should arrive on time, ready to begin learning.

- Parents/guardians must inform the Madrasah as soon as possible if a student will be absent, explaining the reason.

### **Reporting Absences**

- Absences must be reported by phone via text message before the session begins.
- If the absence is due to medical reasons, parents should provide a doctor's note.

### **Authorised Absences**

Authorised absences are those which the Madrasah considers acceptable, including:

- Illness
- Medical or dental appointments that cannot be arranged outside Madrasah hours
- Emergencies or unavoidable personal reasons

### **Unauthorised Absences**

Unauthorised absences are those not approved by the Madrasah. Examples include:

- Keeping a child off unnecessarily
- Holidays or day trips during term time without prior permission
- Truancy (before or during the Madrasah session)
- Absences without explanation
- Staying at home for example weddings or to look after siblings

## **Monitoring Attendance**

- Attendance is monitored regularly throughout each term.
- If a student's attendance falls below our standard in a term, parents/guardians may be invited to a meeting to discuss the reasons and agree on steps for improvement.

## **Punctuality**

- Arriving late means students miss valuable learning time and may disrupt the class.
- Any student arriving after the end of registration will be marked as late and may result in detention.
- Ongoing lateness will be followed up, and a meeting with the Headteachers may be arranged if the issue continues.

## **Madrasah Hours**

- The Madrasah runs from 5:00 pm to 7:30 pm.
- Students should not arrive before 4:50 pm as classrooms open 10 minutes before start time.
- All students must be collected promptly at 7:30 pm to ensure their safety and allow staff to complete their duties.

Please note that Madrasah Al Furqan will not accept any responsibility for a child's safety after 7.30 pm unless the child is in the Madrasah premises

Next Review Date: 31 August 2026