



## **ATTENDANCE & PUNCTUALITY POLICY**

This policy will be effective from the 2018/2019 academic year onwards.

### **Introduction**

Regular and Punctual Madressa attendance is important. Students need to attend Madressa regularly if they are to take full advantage of the educational opportunities available to them. A student who has enrolled in the Madressa is expected to attend punctually on all Madressa Days. In order to counter low attendance and lateness, which is correlated with both low levels of learning and classroom disruption, as well as to provide fair access to all children to the Madressa, an attendance policy is being introduced and will be applicable to all Madressa students who enroll from the 2018/2019 academic year as well as for all future years.

### **Attendance Policy Summary**

Attendance data will be continuously reviewed by the Madressa to monitor attendance levels and the same data will be made available to parents at their request so that any discrepancies may be rectified as soon as possible.

### **Excused Absence definition**

- An absence is classified as Excused & Authorized when a student has not attended Madressa for a Full Day or part of a Day, for a legitimate reason for which the Madressa has received notification from a parent or caregiver.
  - For example, if a student has been unwell and the parent notifies the Madressa via Phone, Email or text **BEFORE 11:00am on that day.**
- Absences may generally be authorized for the following reasons:
  - Illness, or medical appointments
  - Family bereavement; Attending Funeral of family member; Family emergency
  - **Mandatory** Regular School events/exams – (With Proof from School)
  - Ziyarat/Hajj/Umrah Trips
  - Participation in Charity events (with proof)
  - 'Exceptional' occasions (the nature of such occasions will be determined by the Madressa on an individual basis)
- Only the Madressa can make an absence authorized.
- Parents do not have this authority. Consequently, not all absences supported by parents may be classified as authorized by the Madressa.



## Unauthorized/Unexcused Absence definition

- An absence is classified as unexcused/unauthorized when a student has not attended the Madressa for a Full or part of a day, without the authorization of the Madressa.
- The Following are considered UN-authorized / UN-Excused Absences:
  - Family Holidays/Vacation trips.
  - Regular School Exam revision; Tuitions.
  - Leaving early due to distance or any other reason deemed invalid as determined by the Madressa.
  - Hosting/Attending Majalis (other than family bereavement); attending Religious processions.
  - Going for a family day out; birthday events; wedding events; sporting events, Social & school related events (Non- Mandatory)
  - No explanation has been offered by the parent/caregiver
  - The explanation offered, if not listed above, is unsatisfactory as determined by the Madressa
- Therefore, the absence is unauthorized if a student is away from Madressa without good reason, even if a parent supports it.

## Procedure

- Once a student has **2 unauthorized absences**, parents will be formally contacted by the Madressa to advise them that their child has been absent for the **2 Days**. (*An opportunity will be provided for parents to state if there are any extenuating circumstances which the Madressa should take into consideration*)
- Parents will be advised that **a further 2 Unauthorized Absences** will result in their child's registration being revoked.
- When **a total of 4 Unauthorized Absences have been reached**, The Madressa will contact the parents **& advise of their child's registration being revoked** (*unless Madressa becomes aware of any extenuating circumstances which the Madressa should take into consideration*)
- **Parents will then need to re-enrol their child for the balance of that academic year** (*but will not be guaranteed a space in the same class, as their child's application will be treated as a new enrolment*). ***Any fees paid for the academic year in which a student's registration is revoked will be non-refundable, & fees will have to be re-paid for the full year.***

## Punctuality Policy Summary

Attendance & Punctuality data will be continuously reviewed by the Madressa to monitor arrival times and the same data will be made available to parents at their request so that any discrepancies may be rectified as soon as possible.

### Excused Late Arrival Definition

- A Late Arrival is classified as Excused & Authorized when a student arrives to Madressa more than 5 minutes later than the announced start time for a legitimate reason for which the Madressa has received notification from a parent or caregiver.
  - For example, if a student has been unwell and the parent notifies the Madressa via Phone, Email or text **BEFORE 11:00am** on the day of the late arrival.
- Late Arrivals may generally be authorized for the following reasons:
  - Illness, or medical appointments
  - Family bereavement; Attending Funeral of family member; Family emergency
  - **Mandatory** Regular School events/exams – (With Proof from School)
  - Participation in Charity events (with proof)
  - ‘Exceptional’ occasions (the nature of such occasions will be determined by the Madressa on an individual basis)
- Only the Madressa can make a late arrival authorized. Parents do not have this authority. Consequently, not all late arrivals supported by parents may be classified as authorized by the Madressa.

### Unauthorized/Unexcused Late Arrival definition:

- A Late Arrival is classified as unexcused/unauthorized when a student arrives **more than 5 minutes later than the announced start time**, without the authorization of the Madressa.
- The Following are considered UN-authorized / UN-Excused Late Arrivals:
  - Family Holidays/Vacation trips.
  - Regular School Exam revision; Tuitions.
  - Arriving Late due to traffic & travelling distances or any other reason deemed invalid as determined by the Madressa.
  - Hosting/Attending Majalis (other than family bereavement); attending Religious processions.
  - Going for a family day out; birthday events; wedding events; sporting, Social & school related events (non- Mandatory)



- No explanation has been offered by the parent/caregiver
- The explanation offered, if not listed above, is unsatisfactory as determined by Madressa
- Therefore, the late arrival is unauthorized if a student is late to Madressa without good reason, even if a parent supports it.

## Procedure

- Once a student has **3 unauthorized late arrivals**, parents will be formally contacted by the Madressa to advise them that their child has been late **3** times. *(An opportunity will be provided for parents to state if there are any extenuating circumstances which the Madressa should take into consideration.)*
- Parents will be advised that **a further 2 Late Arrivals will result in the detention of their child** after Madressa to catch up on missed work or they may be assigned additional work by the Madressa.

## Definitions:

*The following definitions apply to this policy:*

- “Madressa”: Az-Zahra Islamic School.
- “Madressa Website”: Madressa’s official website (<http://www.azzahraschool.org>)
- “Academic Year”: Madressa’s academic year commencing September (or such other dates as notified or advertised by the Madressa from time to time).
- “Madressa Day”: This is the full day of Madressa beginning at 11am and ending at 1.30pm (Or other such times as deemed necessary by Madressa)
- “Absent”: This is where a student does not attend the Madressa on a given Madressa Day or part of Madressa Day.
- “Authorized/Excused Absence”: This is where the Madressa has agreed that it is okay for a student to be absent or arrive late for either one Madressa Day, or part of a Madressa Day.
- “Unauthorized/Unexcused Absence”: This is where the Madressa has not agreed that it is okay for a student to be absent or late for either one Madressa Day, or part of a Madressa Day.
- “Late”: This is where a student arrives more than 5 minutes following the start of the Madressa Day or for any given period during the Madressa Day.