

# Education Attendance & Lateness Policy 2025-26

## 1. Purpose

Regular and punctual attendance is essential for student progress and success. This policy outlines expectations and procedures related to attendance, punctuality, and parental responsibility.

## 2. Class Schedule

- Classes are held **Monday to Friday**.
- Each student is assigned to **one of two sessions per day**:
  - **Session 1**: 16:40 – 17:55
  - **Session 2**: 18:05 – 19:20
- Students must attend their assigned session **consistently and punctually**.

## 3. Parental Responsibility

- Parents are expected to **park legally and sensibly** during drop-off and pick-up.
- Children must be **escorted to the entrance** and parents should ensure the child **enters the building safely** before leaving.
- **Unsafe behaviour**, including stopping or waiting in the road, will result in further action including the child's place being revoked.

## 4. Attendance Expectations

- Students are expected to maintain **at least 85% attendance** per term. Attendance falling below this level may be reviewed by the Education Committee.
- Parents must inform the Madrasah of all absences in advance.

## 5. Reporting Absences

- Absences must be reported **before the start of the session** using the **Parent Portal**.
- For absences of more than **three consecutive days**, a valid reason may be requested.

## 6. Authorised vs Unauthorised Absences

**Authorised absences** may include (but are not limited to):

- Illness (with timely notification)
- Bereavement or family emergency
- Religious observance (e.g. Eid)

**Unauthorised absences** include (but are not limited to):

- Holidays taken during term time
- Unexplained or frequent short absences
- Leaving early without prior approval

## 7. Persistent Absence

- Continued absences or poor attendance will be reviewed by the **Education Committee**.
- Parents will be contacted to discuss concerns.
- **Unexplained absence for more than one week** may result in the child's place being **revoked**, subject to review by the Education Committee.

## 8. Lateness Policy

- Students must arrive **before the start** of their session.
- **Arrival more than 5 minutes after the scheduled start time** will be recorded as **late**.
- Repeated lateness will be monitored and followed up with parents.
- Excessive or unexplained lateness may be treated similarly to unauthorised absence and reviewed by the Education Committee and could result in loss of place.

## 9. Fees and Attendance

- **Fees are payable regardless of attendance**, including absence of lateness.
- Missed sessions will **not be refunded** or deducted from future payments.
- Persistent absence or late arrival **does not exempt parents from payment obligations**.

## 10. Special Circumstances

- If attendance is likely to be affected by illness, personal matters, or special educational needs, parents should inform the Education Committee so appropriate support can be considered.
- Any support or adjustments will be considered on a **case-by-case basis** and do **not automatically exempt fee or attendance requirements**.

## 11. Communication with Parents

- Attendance and punctuality are monitored regularly.
- Parents will be contacted via the **Parent Portal or email** if patterns of concern emerge.
- The Education Committee reserves the right to **review and take appropriate action** on any breaches of this policy in the best interest of the student and the programme.