

Attendance Policy

Muslim Education Centre

As a madrasah, our primary goal is to provide the highest quality education and spiritual guidance to ensure every child reaches their full potential, thus becoming confident, well-rounded members of society who are strongly grounded in their identity as muslims. Consistent attendance and punctuality are crucial for a child's academic progress and spiritual development. This is a shared responsibility among parents, the madrasah, and students themselves. The Muslim Education Centre places a strong emphasis on punctuality and attendance, and we expect full cooperation and involvement from parents in supporting their child's education.

Absence Policy

1

Students are required to maintain a minimum monthly attendance rate of 95%.

2

Parents of students failing to meet the minimum attendance will be contacted by the admin for an informal notice & resolution.

3

If poor attendance continues, parents will be invited in for a meeting with the head teacher. This is now a formal notice.

4

If attendance falls below 90% for any 3 months due to unauthorised absences, the student's place at the madrasah will be reviewed.

An absence is regarded as 'unauthorised' when madrasah days are missed for after-school activities, tuition, sports, residential trips, holidays, or missing a day without providing explanation.

Late Arrivals Policy

01

First Stage

Verbal warning given to student

02

Second Stage

Late more than 2 times in one week – student is issued a 25-minute detention

03

Third Stage

Late 5 times in one month: Parents called in for a meeting to discuss poor punctuality

04

Fourth Stage

Regularly late with no improvement: Student's place at the madrasah to be reviewed by management

Any lateness will only be considered 'authorised' (and therefore will not trigger the above policy) if parents contact the office with a valid reason; otherwise, it will be recorded as 'unauthorised'.

How do I inform the office my child is going to be late or absent?

Send a message via WhatsApp or SMS to the office mobile phone (+44 7478 033765). You **MUST** use the templates below:

Late report:

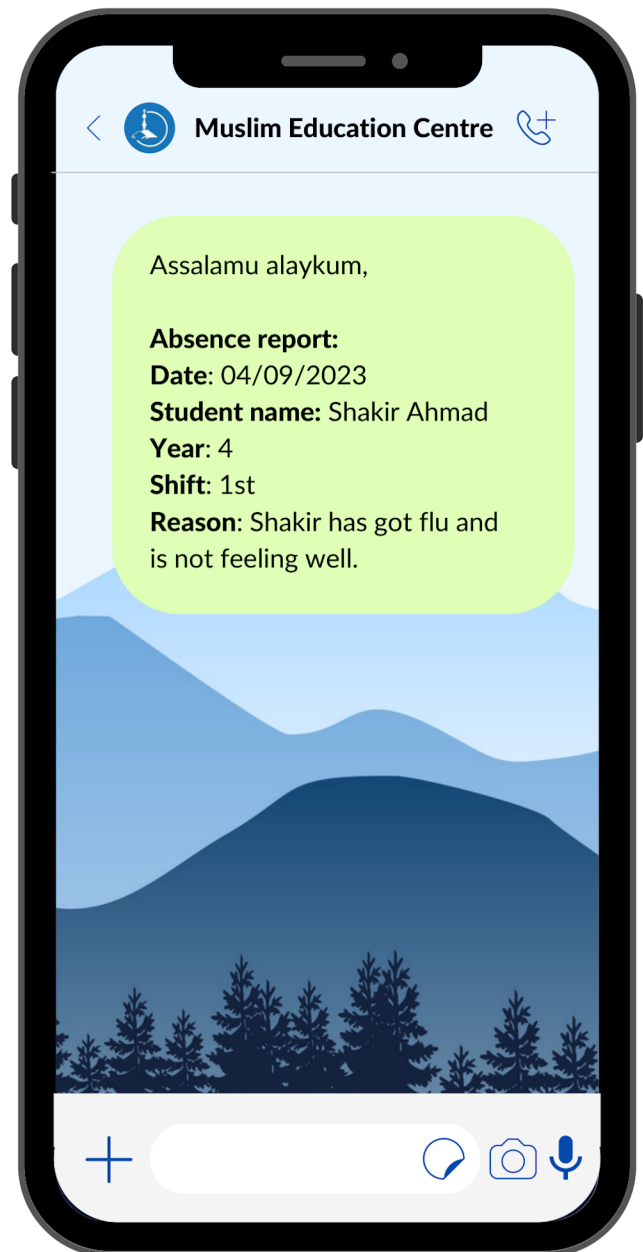
Date:
Student name:
Year:
Shift:
Reason:

Absence report:

Date:
Student name:
Year:
Shift:
Reason:

Note

- Our admin may follow up with a call and ask for more information. In some cases, evidence may be sought such as a doctor's note.
- Any absence or late message sent that is not in the format shown above will be **rejected** and will **NOT** be considered.
- Although we aim to inform class teachers regarding absences and lates as soon as we receive messages from parents, teachers may not receive the report before the class starts. This may mean your child is still asked regarding their being late or absent.
- Any child who is absent for more than 2 weeks without informing the madrasah will have his/her name removed from the register.



Reviewed on 28 October 2023. Note this policy is subject to change.