



**AL-ABRAAR**  
•ACADEMY•  
INSPIRING RIGHTEOUSNESS

Al-Abraar Academy  
**15+ Weekend Madrasah –  
Attendance Policy**

## Attendance Policy

### 1. Rationale and Aims

At Al-Abraar Academy, we believe regular attendance (above 95%) is a vital component in securing educational success. Not only does regular attendance allow students to actively participate in the broad, balanced, creative and appropriately challenging curriculum provided, but it is vital in helping all students to make the very best use of their individual talents and abilities. Al-Abraar Academy aims to meet its obligations with regards to attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to Islamic education
- Acting early to address patterns of absence

We will also support parents to perform their duty to ensure their children attend regularly and will promote and support punctuality in attending lessons. We are committed to working with students and their families to identify the reasons for unsatisfactory attendance and to try to resolve any difficulties.

### 2. Al-Abraar Academy Procedures

#### 2.1 Attendance Register

At Al-Abraar Academy, an attendance register is kept wherein names of all enrolled students are included. The attendance register will be taken at the following times:

- 15 + Weekend Madrasah: Every Saturday and Sunday between 9:30am and 9:40am by the teacher;

a. In the absence of the teacher, the register will be taken by the teacher covering the lesson and/or admin.

b. In the absence of the admin, the register will be taken by the Head Teacher or someone designated by the Head Teacher

Registers will mark whether every student is:

- Present (P)
- Absent (A)
- Late (L)
- Unable to attend due to exceptional circumstances (U)

#### 2.2 Unplanned Absence

Parents must notify the Academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by the start of the session or as soon as practically possible.

The procedure for reporting that a student is not attending is as follows:

- A parent (or other listed contact) should leave a WhatsApp message on 07707 030 301 as soon as possible but within 15 minutes of the session start time.
- The message should include the following information:
  - o The full name and class teacher's name
  - o Detailed reason for absence

This process should be repeated for every subsequent day of absence (there may be some exceptional cases such as hospital stays when this is not required).

## Attendance Policy

Absence due to illness will be authorised, unless the Academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the Academy may ask parents to provide medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be asked for unnecessarily.

If the Academy is not satisfied about the authenticity of the illness, the absence may be recorded as unauthorised.

### **2.3 Medical or Dental Appointments**

Parents are encouraged to make all medical and dental appointments out of learning hours, but in cases where this is not possible, the Academy needs to be notified in advance and the student should be out of session for the minimum amount of time necessary. Wherever possible, an appointment card should be provided.

On the rare occasion when a medical appointment during the session time is unavoidable, the absence will be counted as an authorised absence.

### **2.4 Lateness and Punctuality**

It is the responsibility of parents to ensure that their child arrives at Al Abraar Academy on time. Students are expected to arrive on time. Any student who arrives after the register has been taken will be marked as late.

Senior staff members carefully monitor punctuality and parents will be contacted if there are persistent punctuality issues, or if they become aware of patterns of poor punctuality.

### **2.5 Following up absence**

It is expected that parents will seek approval for student absence, when it is known about in advance, or by following the procedure for reporting unplanned absence (see 2.2).

If the reason for an absence has not been reported, the Academy will follow it up, so that the reason can be established.

This is important for the following reasons:

- To ensure proper safeguarding action is taken when necessary
- To identify whether the absence is approved or not
- To identify the correct attendance code to use

### **2.6 Reporting to parents**

Attendance records will be shared with all parents when attainment reports are sent home. In addition to this, there may be other times when attendance records are shared with parents. This may be at meetings to discuss attendance concerns, or in written communication.

### **3. Authorised and unauthorised absence**

#### **Granting approval for term-time absence**

Education is our priority and as children and families have weekends and holidays, the Headteacher may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. In the case that permission is denied, the child is still expected to attend lessons and failure to do so will leave the absence as unauthorised. If a student takes a holiday during term time, the Academy holds the right to not refund the fees.

At Al Abraar Academy, an absence for 'exceptional circumstances' is defined as an absence that cannot be reasonably avoided.

Requests for term-time absence must be made by completing a Leave of Absence/Holiday request form, available from the office. This should be returned at least three weeks in advance and prior to making any firm travel plans. All requests will be considered on an individual basis, but the following are examples of situations where term-time absence may be approved:

- The death or terminal illness of a close relative
- To attend a funeral of a close relative or something similar elsewhere, which is located outside of London or England.
- To perform pilgrimage (Hajj) or Umrah.
- An off-site school trip or a School residential
- To attend a wedding of a close relative, if the Headteacher is satisfied that the circumstances are truly exceptional

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the discretion of the Headteacher.

In cases where permission has not been granted for a leave of absence and it is still taken, or in cases where a leave of absence exceeds the agreed duration, it will be marked as an unauthorised absence, and parents will be notified of this in writing and/or in person.

Any absence without authorisation by the parents may result in disciplinary action. Any pupil who is absent from Al-Abraar Academy on multiple occasions without providing a reason that is acceptable risks losing their place for the rest of the term and will have to re-apply for admittance. The re-admittance is not guaranteed. Parents are advised for this reason to avoid taking their children on holiday during term time.

If a student is late more than three times in a month, or is late on three consecutive occasions, the parents of the child will be called, asking for a reason as to why there is a lapse in punctuality and a detention will be given accordingly.

If a student has three unauthorised absences in the month, or has an unauthorised absence on three consecutive occasions, the parents of the child will be contacted.

## Attendance Policy

If parents fail to provide sufficient evidence for proof of absence or if there is a lack of explanation from the parents or students, the students position in the Academy will be put into question and will be reviewed with a subsequent review meeting being set up between the parents and the Head Teacher, where appropriate.

### **4. Strategies for promoting attendance**

At Al Abraar Academy, good attendance is promoted at every opportunity. Children are made aware of the importance of good attendance through pastoral time and whole school collective assemblies using Head Teacher's awards and attendance prizes. Students who achieve 100% attendance in their class over the full school year will receive a certificate and prize at the annual prize giving assembly and /or the annual celebration event.