



Al-Abraar Academy Hifz Program- Attendance Policy

1. Rationale and Aims

At Al-Abraar Academy, we believe regular attendance (above 98%) 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:

- Morning: Between 6:00am and 6.10am
- Evening: Between 5:10pm and 5:15pm

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)
- Late (L)
- Absent (A)
- 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) must submit a message through the **parent portal** as soon as possible
- The message should include the following information:
 - The full name of the student and the class teacher's name
 - A 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).

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. All absences remain subject to the evidence requirements outlined in Section 2.7 before being fully authorised.

2.3 Medical or Dental Appointments

Parents are encouraged to make all medical and dental appointments outside of learning hours. Where this is not possible, the Academy must be notified in advance via the parent portal, and the student should be absent for the minimum amount of time necessary. Wherever possible, an appointment card should be provided. Such absences will be recorded as authorised where appropriate.

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 punctually.

Any student who arrives after the register has been taken will be marked as late.

Senior staff monitor punctuality closely. Parents will be contacted if there are persistent punctuality concerns or patterns of poor attendance.

If a student is late more than three times in a month, or on three consecutive occasions, parents will be contacted. A detention may be issued where appropriate.

2.5 Following up absence

Parents are expected to notify the Academy of all absences through the parent portal.

If the reason for absence has not been reported, the Academy will follow it up to establish the reason.

This is important to:

- Ensure safeguarding procedures are followed
- Confirm whether the absence is authorised
- Apply the correct attendance code

2.6 Reporting to parents

Attendance records will be shared with parents alongside attainment reports. Attendance information may also be shared at other times, including:

- Parent meetings
- Written communication regarding attendance concerns

2.7 Evidence Requirements for Absence and Attendance Monitoring

Authorised Absences – Evidence Requirements

An absence will only be fully authorised when **all of the following are provided**:

1. **A message submitted through the parent portal**
2. **A signed written note or letter from the parent/guardian**, clearly stating the reason for absence, handed to the class teacher on the student's next attended session

Where necessary, the Academy may request **additional supporting evidence** (e.g., medical documentation).

Failure to provide the required communication and written confirmation may result in the absence being recorded as **unauthorised**.

For pre-approved absences (e.g. authorised leave granted by the Headteacher), a written note may not be required where sufficient documentation has already been provided.

Unauthorised Absences – Consequences

To maintain high standards in the Hifz programme:

- **1 unauthorised absence in a week**
→ 1 hour detention (Sunday, 10:00am – 11:00am)
- **2 or more unauthorised absences in a week**
→ 2 hour detention (Sunday, 10:00am – 12:00pm)
- **3 unauthorised absences in a month or consecutively**
→ Parents will be contacted

Ongoing Absence Monitoring

Cumulative absences will be tracked as follows:

- **5th absence**
→ Parent meeting regarding attendance
- **10th absence**
→ Parent meeting + 1 week pause on *sabaq*
- **15th absence**
→ Parent meeting + 2 week pause on *sabaq*
- **20th absence**
→ Parent meeting + 3 week pause on *sabaq*

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.

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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 from the Academy 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. Unauthorised absences will be managed in accordance with the procedures outlined in Section 2.7.

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.