Attendance & Punctuality Policy

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils and their parents or carers
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Why attendance matters

Every lesson counts. Regular, punctual attendance is essential for a child to progress in Qurʾān and Islamic Studies, and Ḥifẓ pupils in particular lose ground quickly when sessions are missed. Knowing where each child is also keeps them safe, so we follow up every unexplained absence.

2. Reporting an absence

- Report absence **on the same day, before the session starts**, by WhatsApp or text to the Madrasah phone: **07542 547 498**.
- Give your child's full name, class and the reason for absence.
- If the Madrasah was not told on the day, send your child with an absence note the next day. A ClassDojo message does not replace an absence note.
- Absence for a medical or educational appointment needs a letter from the institution, in advance where possible.

3. What counts as an acceptable reason

- Children should be absent only through illness or an emergency.
- A minor illness that would not keep your child off school should not keep them off Madrasah.
- Time off for a school activity must be explicitly authorised by the Headteacher in advance. Time off is not given for social functions.
- Regular unauthorised absence leads to the steps in section 8.

4. Registers and following up

- Teachers take the register within the first 10 minutes of each session.
- Where a child is absent without explanation, the Madrasah contacts the parent the same day.
- If we cannot reach a parent and have a concern for a child's welfare, the Designated Safeguarding Lead is informed and our Safeguarding & Child Protection Policy applies.
- Parents must keep their contact numbers up to date, with at least two emergency contacts where possible.

5. Punctuality and late arrivals

- Pupils should arrive in time to be seated and ready when the session begins.
- Report expected lateness to the Madrasah phone.
- **The gates are locked at 5:20pm and reopen at 6:45pm.** If your child arrives after the gates are locked, a parent must phone or WhatsApp-call the Madrasah on 07542 547 498 to say that the child has arrived late and is waiting at the gate, so that the gate can be opened to let them in.
- **Any minutes a pupil arrives late are made up at the end of the session, under staff supervision.** Parents are not separately notified for lateness alone, so please allow for this when collecting.
- If a school detention delays arrival, the time is made up in the same way.
- Excessive lateness leads to the steps in section 8.

6. School Session pupils

Pupils of Madani Boys School and Madani Girls School who attend a School Session come straight to Madrasah after school.

- They stay on site during the transition between school and Madrasah. They may not leave the gates unless the Headteacher has authorised it in advance.
- A pupil who arrives late for the School Session, or who returns to the site after emergency leave from school, must enter through the school reception. This is available until 5:00pm.
- Where a pupil attends an after-school club or a Year 11 intervention, parents must inform the Madrasah of the dates and timings of the activity and how many weeks it will run, with its start date and end date. The pupil stays on site and comes straight to class afterwards.

7. Leave during term time

- Our term dates are published in advance. Because Madrasah term time is very limited, leave cannot be given during term time for holidays or for any other reason, except the two below.
- Leave is given for two reasons only: **an emergency or a bereavement**. In these cases **a maximum of 15 days' leave** may be offered.
- Apply to the Headteacher using a leave request form, in advance where possible or otherwise as soon as you can.
- Any other absence, or leave beyond what was granted, is recorded as unauthorised.
- Fees remain payable during any leave (see our Fees & Payments Policy).

8. When attendance or punctuality is a concern

1. The class teacher raises the concern with the parent through ClassDojo or by phone.
2. If there is no improvement, the Headteacher writes to the parent or invites them to a meeting to agree a way forward.
3. If absence or lateness remains persistent and unauthorised, disciplinary measures follow. As a last step the Headteacher may withdraw the child's place.

We will always ask first whether something is making attendance difficult, and offer what support we can.

9. Collection and early leaving

- Pupils remain in full uniform and under staff supervision until they are collected or dismissed.
- A parent who needs to collect a child early must tell the Madrasah phone beforehand. The child is released only to a parent or a named adult.
- Please collect promptly at the end of the session.

10. Closures

Planned closures appear in the term dates. The Madrasah also closes when Madani Schools Federation needs the premises, for example on Parent/Carer Days. Any unplanned closure is announced on ClassDojo.

11. Related policies

Safeguarding & Child Protection · Behaviour & Adab · Fees & Payments