

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In Allah's Name, The Most Kind, The Most Merciful



Ashton Central Mosque

Attendance Policy 2016-2017

Philosophy

The Ashton Central Mosque seeks to ensure that all its students receive the best possible holistic Islamic education which maximises opportunities for each and every child to realise their full potential and become true practising Muslims.

The Ashton Central Mosque will strive to provide a welcoming, caring and happy environment in which each member of the Madrasah community feels wanted and secure.

All staff will work with students and their families to ensure each student attends Madrasah regularly and punctually.

Aims:

1. To maintain a high level of attendance for all students attending the Madrasah.
2. To make attendance and punctuality a priority for all those associated with the Madrasah.
3. To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and students.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To develop a positive and consistent communication between home and Madrasah.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with any outside agencies.

Monitoring Attendance

1. Daily – Attendance register is taken each day between 4:35-pm – 4:45 pm
2. Monthly – Class attendance is monitored end of each month by the Head Imam/Management. The level of attendance for each class is shared with children in the following assembly.

Individual attendance is monitored to check on;

- a) Improvement in attendance
- b) Patterns of poor attendance
- c) Number of absences recorded

3. Terms –

Individual attendance

Class attendance figures

Prizes awarded

4. Annually -

Individuals & groups

Prizes awarded for best attendance

5. Extended holiday records –

Track children taken out of Madrasah during term time

Procedures For Staff In Ensuring Good Attendance

1. Registers should be marked daily.
2. Registers should use all the relevant codes.
3. Register totals should be kept on a daily basis.
4. Parents should explain all absences on the first day of absence, by phone call, email, or letter.
5. If a parent fails to communicate the absence then the Head Imam must be informed.
6. Absences can be either authorised or unauthorised.
7. If a class teacher is uncertain about the nature of a child's absence, they should discuss the absence with the Head Imam.
8. Unauthorised absences are not acceptable and should a child be marked with unauthorised absences, a letter will be sent to parents, outlining the importance of good attendance at Madrasah.
9. If a child has 5 days of unauthorised absences within a half term, the teacher will make contact with parents asking for an improvement in attendance.
10. Unauthorised absences will lead to detentions as will regular lateness.

Improving And Maintaining Good Attendance

1. Parents are informed about the importance of good attendance, through

Initial induction meeting for reception parents

Madrasah Website

Regular reminders in the Madrasah notes

By letter/phone/email in cases of poor attendance

Meetings with the teacher or Head Imam

Parents are informed about the importance of arriving at Madrasah on time through;

Initial induction meeting for reception parents

Madrasah website

Regular reminders in the Madrasah newsletters

By letter/phone/email in case of repeated lateness

Meetings with the teacher and Head Imam

Holidays During Term Time

At the Madrasah we humbly request all parents to book their holidays/leave of absence during Madrasah holidays. Each application will be dealt with case by case by the Head Imam. Parents will not be given an automatic entitlement to take their child/ren out of Madrasah during term time. In exceptional circumstances where an application has to be made for leave, parents must complete a request form and arrange a meeting with the Head Imam. All holidays will require parents to pay the monthly fees first, or a re-joining fee will apply on return.