

Admissions and Attendance Policy

Prophet Muhammed salallahu alayhi wa salam said: "**One who treads a path in search of knowledge has his path to Paradise made easy by Allah...**"

- Riyadh us-Saleheen, 245.

Madrasa Quwwatul Islam aims to deliver the best ta'leem (education) and tarbiyyah (spiritual nurturing), maximising opportunities for each and every child to realise their full potential and become a true practising Muslim. Each child is important to us and much time is dedicated to their learning. Regular attendance and punctuality is paramount to a child's learning and is the responsibility of the parent, madrasa and students. The madrasa takes punctuality and attendance very seriously; and therefore expects, every parent to take an active interest in their child's learning

Prerequisites to join Madrasa Quwwatul Islam

- As of the 1st of January of the admission year the age of boys must be 5 and girls 4 years and 6 months
- Children who have siblings attending the madrasah
- Children who attend weekend madrasah
- Children residing in the E7 post code area (in order of distance to madrasa)
- All other postcodes in order of closest distance to the Madrasa
- The distance from the child's home to the Madrasa (see page 4 for the catchment area)
- Once a place has been offered, the parent will have a period (maximum 2 weeks) to pay the admission and full year fees in order to secure the pupils place at the madrasah
- Note: Applications will be available on-line from September

Punctuality

Punctuality is regarded by the Madrasa as an important indicator that a student is learning self-discipline and good time management. Students and parents must make every effort to avoid lateness.

- **Weekday Madrasah Timing – 4.45pm to 7.10pm**

Lessons begin at 5:00pm, parents are expected to promptly bring their children to the madrasa between 4.45pm and 4.55pm, ensuring a member of staff is on duty to supervise the students. Please do not bring your children before 4.45pm.

- **Penalties for lateness**

- **Arrival:** Any lateness will be recorded as unauthorised unless the form teacher is contacted by parents with an appropriate reason.
- If a child arrives late more than twice in one week, they will receive a 30-minute detention on a Wednesday
- Parents of students who are persistently late will be invited in to discuss the reasons for their child's lack of punctuality.
- **Collection:** Lessons conclude at 7.00pm for the Qaaida Children and 7.10pm for all other classes.
- Parents are expected to arrive promptly to collect their children.
- If parents are more than 10 minutes late in collecting children (past 7.10pm), they will be fined £1 per minute inclusive.

Attendance

- Attendance to all lessons is compulsory unless due to sickness or an emergency.
- 5 days of extended leave in total may be requested **only once** – please see conditions and process below.
- All students are expected to have attendance over 95%.
- Parents whose child's attendance causes concern will be contacted first by the form teacher, and then if no improvement has been seen a meeting will be arranged to discuss with the Head Teacher.
- If a student's attendance falls below 95% due to unauthorised absences, the student's place is at risk.

Authorised and Emergency Leave

Authorised absence is where the Madrasa has either given approval in advance for a student to be absent or has accepted an explanation offered afterwards by parents for emergency leave as satisfactory justification. All other absences will be classified as unauthorised.

- **Sickness and Medical Appointments**

Parents must text or telephone the Madrasa office before madrasa starts on the **day of absence**. You may also be asked to follow this up in the form of a written note. Any absences that are not notified will be recorded as unauthorised.

If a student is absent for 4 days or more, the parents must provide the madrasa with a medical certificate from the GP, or from the practitioner who is providing medical treatment.

Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, letters from hospital etc.

Non-emergency medical and dental appointments must be made outside Madrasa hours. Appointment letters for specialist or hospital treatment should be shown to the Head Teacher or the Deputy Head teacher in advance of the appointment.

- **Emergency Leave**

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement.

If the bereavement is for an immediate family member (grandparent, immediate uncle, aunt etc.) then a max of three days of absence is permitted. For any other extended family bereavement, only a day's absence will be authorised.

Due to the nature of the requested leave, absences must be communicated to the Head Teacher as early as possible and a return day agreed. We will consider distances families may need to travel when authorising leave.

Extended Leave Process

The madrasa strongly discourages parents from seeking to take students out of madrasa during term-time; however, a maximum of 5 days extended leave in total may be requested.

Please Note: No leave will be granted during exams term dates.

- Leave requests during term time must be discussed in person at least a month in advance, with the Head Teacher, before any arrangements are made.
- A holiday form must be completed.
- Each request will be considered individually. Although not an exhaustive list, the following factors will be considered:
 - The student's general absence/attendance record
 - The student's academic ability and educational needs
 - Student's ability and parental support available to cover work during leave
 - General welfare of the student
 - Circumstance and purpose of the request
 - When the request was made
- If permission to take leave is not granted and the student is absent, the student will lose their place at Quwwatul Islam Madrasa. Retrospective requests will not be considered.
- Arrangements/bookings must only be made once written authorisation is received from the Head Teacher
- If leave is authorised, teachers will provide a schedule of class work that needs to be covered during the leave period. A verbal and written test will be conducted upon the student's return to ascertain whether the assigned work was completed during the absence.
- Written tests can often cause anxiety and stress; therefore, a verbal assessment will also be undertaken. The student will need to score greater than 75% in order to continue at Madrasa Quwwatul Islam.
- Only in **exceptional circumstances** will absence of more than 5 madrasa days be considered. In all cases, parents will be required to justify why the holiday needs to be taken during term time....

Other requests for leave

Hajj/Umrah

- Requests need to be put into writing 2 months in advance.
- Students will be provided with a schedule of class work and will still be expected to complete this during the leave period.

Extracurricular activities

- The madrasa does not allow absences for after madrasa clubs or extracurricular activities that take place during madrasa time.

Parent's Evening/Academic Review at Main Stream Madrasa

- Children are generally not expected to attend Parent's Evening at main stream schools; therefore, parents must ensure students do not miss Madrasa so that parents may attend the review.
- Arrangements must be made accordingly.

Parental engagement and attendance

- Our expectations are that parents will take an active, positive interest in their child's learning.
- Any events where the school stipulates parent attendance is compulsory – a parent is expected to attend, where they can't attend they need to contact the Head Teacher and provide a valid reason.

We hope you will continue to support our efforts as every minute of every lesson counts. Like you, we want the best for our children. The Madrasa reserves the right to remove from the madrasa roll any student with continuous poor absence or punctuality.

Application catchment area:

