

## **Salaam Academy**

### **Attendance Policy**

#### **Timing and Punctuality**

Punctuality is an essential requirement of the Madrasah. This is to ensure efficient use of class time. Lateness causes disruption and affects the education of the latecomers and others.

We wish for every child to receive a high standard of education and reach their full potential. Our Late Attendance policy is designed to reinforce positive behaviour and promote an optimal learning environment.

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and co-operate with the Madrasah. We are very conscious of the importance of parental support and therefore request all parents to read and respect the policy and support us with its implementation.

**Note: A £2 (per child) on the spot fine will be given to pupils collected later than 10 minutes after madrassah ends**

#### **Parents responsibilities:**

- To ensure that their child attends Madrasah regularly and on time.
- To notify the Madrasah in case of an absence
- Except in matters of urgency, parents should not collect any child before the session end time.
- In the interest of the children's education it is strongly discouraged to take any holiday during term time.
- To ensure you pick up your children on time when Madrassah ends.

#### **Late Attendance**

- Any student who is not present in class by session start time will be marked on the register as LATE.
- If the child is late, without a valid reason, more than twice in a half term they will be given a verbal warning and may have to attend a 20 minute "late detention" after Madrasah
- Parents will NOT be notified beforehand about any detentions taking place
- If a child is late without a valid reason for more than 3 sessions in a term parents will be asked to come in to discuss the late attendance.

#### **Absence**

- Any absence must be reported **before class starts** via [attendance@salaamacademy.co.uk](mailto:attendance@salaamacademy.co.uk).
- Absence will be monitored, and parents will be called in to speak to the Head teacher or Deputy for pupils who are absent for more than 3 sessions in a term.
- Any pupil who is absent for three or more consecutive weeks, without any explanation from the parents, will be removed from the register.

**Consistent Late Attendance or long term absence**

In the event of repeated late attendance or absence without a valid reason, parents will be asked to meet with the Headmaster or Deputy. Persistent poor attendance or lateness may result in suspension or exclusion at the discretion of the Head Teacher and the Shura.