



ATTENDANCE AND PUNCTUALITY POLICY

Absences:

- Parents must inform the Madrasah if their child will be absent via a phone call or text message before the session starts.
- Parents of students with a high level of absences will be called in to discuss the matter.
- Parents must inform the headteacher in writing if their child is going to be absent for a long period of time e.g for holidays etc.
- If a student is absent for more than four weeks without notification, they will automatically be removed from the class register.
- If a student is unable to cover the full syllabus for their year due to a high level of absences they may be asked to repeat that year.

Punctuality:

- Students are expected to arrive promptly to class every session.
- If students are late, they are expected to bring a note of explanation with a valid reason signed by their parent/guardian.
- They will be given a detention, as they would at school.
- They will be marked as late in the class register.
- Parents of students with a high level of lates will be called in to discuss the matter.

Drop-off and Pick-up:

- Children cannot be supervised after class has ended.
- Parents must ensure they drop off and pick up their children on time.
- Only Patents/Guardians or designated person can pick up the children.
- Tawhid Academy provides parking facilities which parents are free to use.

Withdrawal:

- Parents must give four weeks' notice before withdrawing their child.
- Tuition fees for the running month will not be refunded.
- If parents wish to enrol their child again, they will be put on the waiting list and will be charged with the standard registration fee of £25.