



Hyderi Attendance and Absence Policy Effective date: 27 April 2019

(updated 6 June 2021)

Hyderi Madrasah seek to ensure that all of their students receive an education which maximises their opportunities and enables them to achieve their full academic potential. There is clear evidence that demonstrates a strong link between good academic attainment and good attendance at school. Good attendance and punctuality are a priority within the ethos of our Madrasah system.

Hyderi Madrasah aims to provide a welcoming and caring environment. All our teaching volunteers will work with students and their families to ensure that each student attends Madrasah regularly and punctually. In order to be efficient in our ethos, Hyderi Madrasah has established an effective system to monitor and record students' absences called Open School.

| Hyderi Madressa Definition | |
|----------------------------|---|
| 95-100% | Expected |
| 90-95% | Satisfactory |
| 85-90% | Cause for concern – contact with Parents/Guardians |
| Below 85% | Heightened concern – meeting with Parents/Guardians |

Notification of Absence

You will receive an email notification generated from the registration process, to alert if your child was absent for a particular class. The absence notification form on our website is disabled.

If the child's absence falls on an assessment date, please refer to our corresponding Assessment Policy

Absences

If you plan to take your child out of Madrasah during term time, we will mark each day as an Absence from Madrasah. If you take your child out of Madrasah early or bring your child later in the same day, this will be classified as a 'half-day' absence.

Hyderi Madrasah will acknowledge those students who meet the expected 95 – 100% attendance mark with a form of recognition. We hope this incentive will help and encourage students to attend Madrasah regularly.



Procedure

For multiple absences, parents will be contacted by either Madressa Admin or Head of Section for follow-up.

Prolonged absences

For prolonged absences, unfortunately we are not able to provide updates on lessons, nor assignments to students not actively in attendance.

The teachers time, effort and focus on active students is a workload they are committed to, and anything beyond will be an unfair expectation.

We appreciate your understanding in this.

For the Tarbiyah modules, as it's a spiral curriculum the subjects will be revisited yearly. For Quran, continuous practice and recitation will aid in their standards being maintained.

To ensure fair chance is given to students on waiting lists. If Parents/Guardians decide to take their child out of Madrasah for any portion of the academic year, they will need to re-enrol their child for future academic year. We cannot guarantee a space within the Madrasah as their child's application will be treated as a new enrolment. Any fees paid for the academic year in which a student's space is withdrawn will be non-refundable.

Children will be admitted to the year group according to the date of birth range Sept xx to Aug xx of the following year, as we are aligning our admissions to the school year.

For any questions or queries you can direct them to admin@hischool.co.uk.