



## Karima Saturday School- Secondary

## Admissions and Attendance Policy

For the purpose of the document, the term 'parent/s' indicates any adult who plays a significant role in a child's life.

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.**

Karima School 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 parents, the school and students. The school takes punctuality and attendance very seriously; and therefore expects every parent to take an active interest in their child's learning.

### Conditions whilst at Karima Saturday School

- Attendance at Karima Saturday school must be over 90%.
- Up to date health and contact details must be provided at the start of the Academic Year - for health and safety reasons, students cannot be in our care until these have been given.

### Punctuality

Punctuality is regarded by the school 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.

#### Karima Saturday School Timing – 9am to 11:50am

Lessons begin at 9am, parents are expected to promptly arrange for their child to be at Castlefield Community Centre between 8:45am and 8:55am. Please do not bring your children before 8.45am.

#### Penalties for lateness

- Arrival: Any lateness will be recorded as unauthorised unless we are contacted by parents with an appropriate reason.
- 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 11:50am, students will be free to leave at this point.
- Parents are expected to park appropriately when collecting their children, being respectful of our neighbours and their rights.

## Attendance

- Attendance to all lessons is compulsory unless due to sickness or an emergency.
- Leave may be requested under exceptional circumstances; please see conditions and process below.
- All students are expected to have attendance over 90%.
- Parents whose child's attendance causes concern will be contacted, 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 90% due to unauthorised absences, the student's place is at risk.

## Authorised and Emergency Leave

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

- **Sickness and Emergency Medical Appointments**

Parents must text the head teacher before the school 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 before 9am on the day will be recorded as unauthorised.

If a student is absent for 2 weeks or more, the parents must provide the school 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 school hours.** Appointment letters for specialist or hospital treatment should be shown to the 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 maximum of one weeks absence is permitted. For any other extended family bereavement, leave will only be permitted if the Saturday is within 3 days of the bereavement.

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

### Extended Leave Process

The school strongly discourages parents from seeking to take students out of school during term-time; however, a maximum of two consecutive Saturdays extended leave may be requested **once** during the child's study at Karima Saturday School.

- 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.
- 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 Karima Saturday school. Retrospective requests will not be considered.
- Arrangements/bookings must only be made once 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 Karima School.

### Other requests for leave

Only in **extreme/exceptional circumstances** will absence of more than two consecutive Saturdays be considered at the Head Teacher's discretion.

#### 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 school does not allow absences for after school clubs or extracurricular activities that take place during Karima School time.

### 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 parental attendance is compulsory – a parent is expected to attend; where they cannot 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 school reserves the right to remove from the school roll any student with continuous poor absence or punctuality.

***Policy reviewed August 2023.***