

Northstowe Muslims Islamic Classes Attendance Policy

Purpose

This policy outlines the expectations for attendance and punctuality at Northstowe Muslims Islamic Classes, ensuring students maximize their learning experience and uphold the values of commitment and discipline.

Attendance Expectations

- **Regular Attendance:** Students are expected to attend all scheduled classes. Consistent attendance is crucial for academic progress and community participation.
- **Punctuality:** Students must arrive on time. Late arrivals disrupt the class and affect learning for all participants.

Reporting Absences

- **Notification:** Parents/guardians must inform the school of any absence via email or phone call before class begins, stating the reason and expected duration.
- **Valid Reasons for Absence:**
 - Illness or medical appointments
 - Family emergencies
 - Religious obligations
 - Pre-approved leave for personal reasons

Unexcused Absences

- Absences without prior notification or a valid reason will be marked as unexcused.
- After **3 unexcused absences**, a meeting with parents/guardians will be scheduled to discuss attendance concerns.

Attendance Monitoring

- **Record Keeping:** Attendance will be recorded at the start of each class.
- **Follow-Up:** Regular attendance reviews will be conducted, and any patterns of concern will be addressed promptly.

Make-Up Classes

- Where possible, students may attend a make-up class or receive additional resources to cover missed material.

Consequences of Poor Attendance (if the parents have not informed the class teachers)

- **Warning System:**
 - 1st instance: Verbal reminder
 - 2nd instance: Written notice to parents/guardians
 - 3rd instance: Meeting with school administration

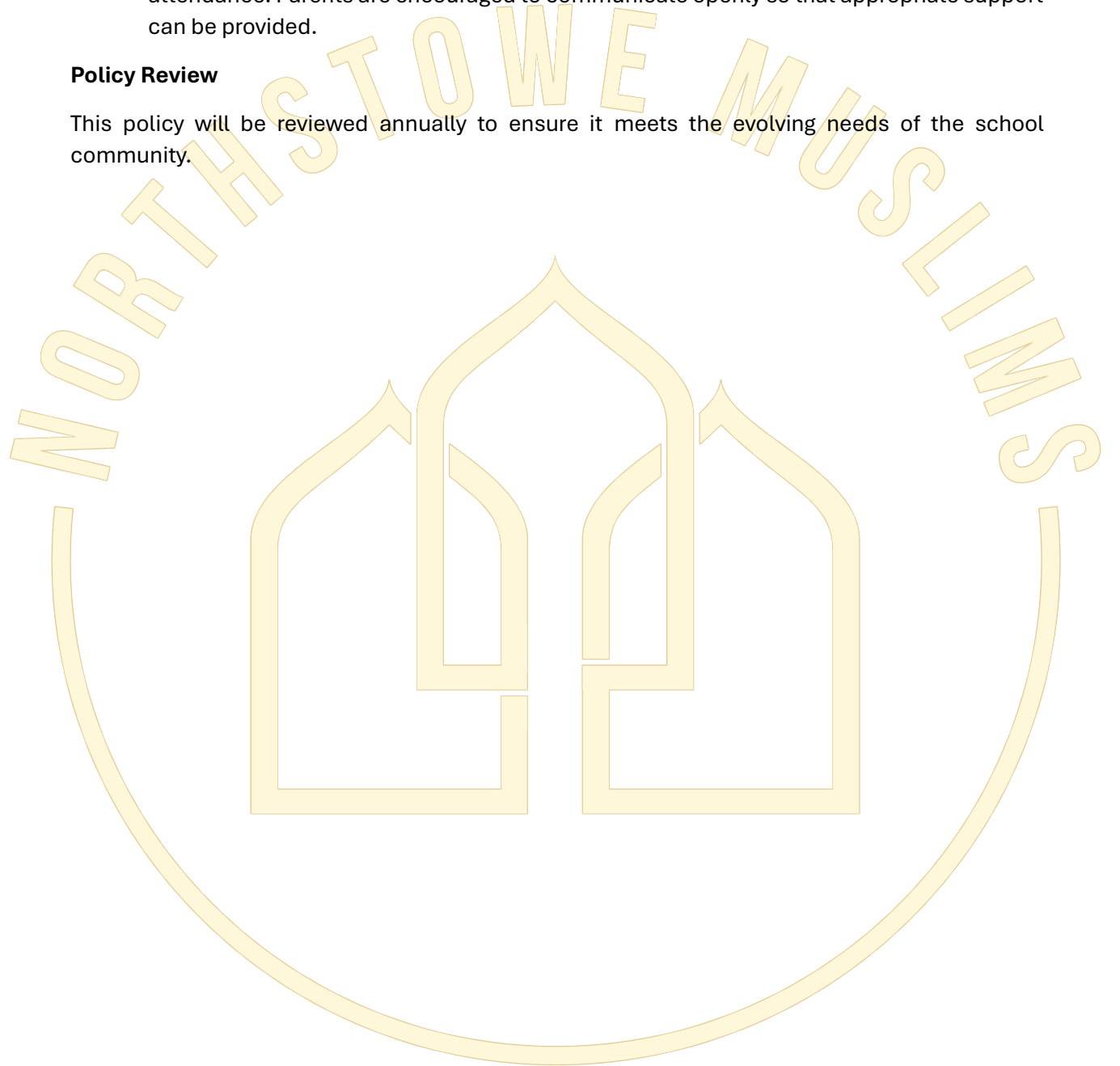
- Continued absenteeism may result in temporary suspension or loss of enrollment.

Support for Students

- The school is committed to supporting students facing genuine difficulties with attendance. Parents are encouraged to communicate openly so that appropriate support can be provided.

Policy Review

This policy will be reviewed annually to ensure it meets the evolving needs of the school community.



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