



WESSEX JAMAAT

AL MAHDI CENTRE



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Wessex Madrasah Attendance Policy

In order to counter low attendance, which is correlated with low performance, as well as to provide fair access to all children to the Madrasah, an attendance policy is being introduced.

This policy will be applicable to all current Madrasah students and new students who enrol in any class from the 2014 academic year as well as for all future years.

Madrasah meets only once a week so a single absence can affect your child's progress. Every child is expected to attend Madrasah regularly and on time. An email must be sent to wmadmin@almahdi.org or SMS text to 0786 475 8000 on the day if the child is unable to attend Madrasah.

All students must achieve a minimum attendance of 75% over the course of the academic year.

Bar any extenuating circumstances, if this minimum target is not achieved, unless attendance improves, the student's place within the Madrasah may be withdrawn.

Procedure

The minimum attendance criteria will initially be evaluated after the first four weeks of the Madrasah academic year have elapsed. After this time the attendance of all students will be reviewed weekly. Thereafter on a continuous basis of a four week period.

Where a student falls below the required threshold of 75%, in the first instance parents will be contacted by telephone by the Madrasah Administration Team to advise them that their child has fallen below the threshold and that the Madrasah has an Attendance Policy in place. Opportunity will be provided for parents to state if there are any extenuating circumstances which the Madrasah should take into consideration and if there are none, then a four week probationary window will be provided to allow the student(s) to meet the required attendance threshold.

If a student for a second time falls below the required threshold of 75% either within the probationary window or post this period, the Madrasah will again contact the parents, in addition to which a written letter will be sent to the parents setting out the necessary information and possible future action if attendance does not improve.

Finally, if there is no improvement after either the second probation period or within the probation period, the Madrasah will write to the parents to advise that their child's place will be re-allocated to an applicant on the Madrasah waiting list and furthermore any fees paid will be non-refundable. Parents will also need to re-enrol children for future academic years and will not be guaranteed of a space within the Madrasah in future years.



Priority of Madrasah places will always allocated to students whose parents are members of Wessex Jamaat or whose parents are part of the Wessex Madrasah system. Members are deemed to be those parents who pay the annual Wessex Jamaat subscription. The waiting list does not apply to Wessex Jamaat Members.

Summary of Procedure

- 1) Children will be assessed against the 75% threshold after week 4 of the new Madrasah academic year
- 2) Initially contact with parents will be telephone, to allow for an explanation of extenuating circumstances. A period will be provided for the improvement of the attendance.
- 3) If there is no improvement or attendance falls below the 75% threshold again a formal letter will be sent to the parents explaining the procedure to be followed.
- 4) If there is no improvement again, the Madrasah reserves the right to re-allocate the child's space within the Madrasah to another applicant.
- 5) If for any reason parents need to take child/children home **EARLY** from Madrasah, then the parent **MUST** please inform the teacher concerned and the Administration team so that they may record that the student has left and is no longer in the building.
This is of utmost importance especially if an emergency arises, e.g. in the case of a fire, where ALL the children must be accounted for.

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