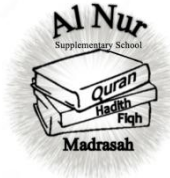


# *Bolton Muslim Welfare Trust Al Nur Supplementary School*



This policy is in line with the Mission Statement of the school:

*Bolton Muslim Welfare Trust Al Nur Supplementary School promotes and encourages the nurturing of Islamic Culture, which permeates all aspects of a Muslim's life through the sound development of conduct, appearance, and morals, which establish the highest ethical nature of Islam. We aim to establish a wholesome environment for female Muslim students that is conducive to building character and strengthening British and Islamic values. The Supplementary School aims to prepare students to be confident, active and ethical people, serving their communities with a sound understanding of their faith and cultural heritage and fulfilling their roles as successful and responsible citizens in wider society.*

## **Attendance Policy**

Ratified: 8<sup>th</sup> September 2022

To be reviewed: September 2023

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## **Attendance Policy**

Bolton Muslim Welfare Trust Al Nur's attendance policy operates within the context of the school mission statement quoted above. It is the aim of the school to support every learner to have maximum attendance and thus to achieve their full academic and social potential through the school community. To realize this aim, the school will work in partnership with parents in offering learners academic and pastoral support.

We accept that learners may need to be absent because of illness or religious observance or for other reasons, but we want to keep any such absences to a necessary minimum. We recognise that an individual learner's absence can have a negative impact upon other learners and staff as well as the learner herself. The procedures outlined below are a statement of what the school will do and the school's expectations of parents. Parents should be aware that it is the responsibility of the Head Apa, not the parent, to decide whether the absence as **authorised** or **unauthorised**. Such decisions will be made in accordance with guidance from BMWT.

We will celebrate and reward achievement and improvement at individual and class level. The management and operation of this policy, including the correct marking of the register by Class Teachers is the responsibility of the Head Apa.

### **Procedure**

On the first day of absence parents should telephone the school office between 4:30 pm and 4:45 pm to inform us of the reason for the learner's absence and the likely duration of the absence. Personal or written communication to the school is also acceptable.

Where no information has been received by 5:00 pm on the first day of absence, the school will telephone home to enquire about the absence. Priority for first day calling will be parents of those learners whose absence is of greater concern.

Parents are requested to send a note with the learner upon her return after an absence, stating clearly the dates of absence and the reason. Failure to provide a written explanation following an absence may result in the absence being marked as unauthorised.

**Absences for which satisfactory written explanations have not been received within five days of the learner's return to school may be marked as unauthorised.**

Parents of learners whose attendance continues to be a cause of concern may be invited to the school to discuss any difficulties they may be experiencing in ensuring regular attendance.

The school will endeavour to support the parents and the learner in every way possible to improve her attendance and minimise the loss to her education.

## **Term-time leave/ holidays**

Parents are strongly advised to avoid taking holidays in term-time and to discuss their needs and intentions with the Head Apa well in advance.

If it is absolutely necessary to request leave for family reasons, or for holidays during term-time, parents are required to seek **prior approval** using the form available (upon request) from the school office. Failure to do so will mean that the absence is marked as **unauthorised recorded on the learner's record**.

Learners who fail to return after the authorized absent and if no contact is made by the parents with school within ten days, the learner may be removed from the school roll.

**This policy will be managed and monitored by the Head Apa and reviewed as necessary.**