



Karima Weekday School

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.

Prerequisites to join Karima Weekday School

- It is a prerequisite for children to attend Karima Saturday School.
- Attendance at Karima Saturday school must be over 90%.
- Students who are on the Weekday waiting list and have not attended Karima Saturday School; but have attended another Islamic Institution, must sit a verbal entry level test.
- To support your child’s learning, mothers of students must attend Tajweed classes. Karima School aims to facilitate two classes per week, one during the day and one in the evening (of which attendance to **one** of the classes per week is compulsory). If you are unable to attend these sessions you may make alternate arrangements; however, you will have to evidence attendance and prowess. Attendance above 90% to these classes is required, with evidence of regular study and revision.
- 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 Weekday School Timing – 5:15pm to 6:45pm.**
Lessons begin at 5:15pm, parents are expected to promptly bring their children to the school foyer between 5pm and 5:10pm, ensuring a member of staff is on duty to supervise the students. Please do not bring your children before 5pm.
- **Penalties for lateness**
- Arrival: Any lateness will be recorded as unauthorised unless the form teacher is contacted by parents with an appropriate reason.
- If a child arrives late more than twice in one week, they will receive a 15-minute detention on a Friday.
- 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 6:45pm, we endeavour to bring the students down to the foyer by 6:50pm.
- Parents are expected to arrive promptly to collect their children.
- If parents are more than 10 minutes late in collecting children (past 6:55pm), they will be fined £1 per minute inclusive.

For further details please refer to the school’s Drop off and Collection Policy.

Attendance

- Attendance to all lessons is compulsory unless due to sickness or an emergency.
- 5 days of extended leave in total may be requested **only** once during the first 3 years of Karima Weekday School – please see conditions and process below.
- All students are expected to have attendance over 95%.
- Parents whose child's attendance causes concern will be contacted first by the form teacher, 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 95% 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 afterwards by parents for emergency leave as satisfactory justification. All other absences will be classified as unauthorised.

- **Sickness and Emergency Medical Appointments**

Parents must text or telephone the student's form 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 will be recorded as unauthorised.

If a student is absent for 4 days 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 max of three days of absence is permitted. For any other extended family bereavement, only a day's absence will be authorised.

Due to the nature of the requested leave, absences must be communicated to the Head Teacher as early as possible and a return day agreed. We will consider 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 5 days extended leave in total may be requested **once** during the first 3 years of Karima Weekday School i.e. during Beginners 1, **or** Beginners 2 **or** Intermediate class.

Please Note: No leave will be granted in advance 1+2 due to the intensity of which the Qur'an is recited in these 2 years.

- 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.
- A holiday form must be completed.
- 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 Weekday school. Retrospective requests will not be considered.
- Arrangements/bookings must only be made once written 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 5 school days be considered at the Head Teachers 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.

Tuition

- Beginners 1+2 and Intermediate class: Tuition cannot be booked during class time in these 3 classes.
- Advance 1+2: Although we very much discourage parents booking tuition during Social Study lessons, as this is an important lesson building the children's interpersonal skills, we will allow students to miss 1 social studies session during the week. Please seek authorisation from the Head Teacher before booking tuition.

11 Plus

- Students sitting the 11 plus exam will be permitted a to join the academic year after they have undertaken the exam.

Extracurricular activities

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

Parent's Evening/Academic Review at Main Stream School

- Children are generally not expected to attend Parents' Evening at main stream schools; therefore, parents must ensure students do not miss Karima School so that parents may attend the review.
- Arrangements must be made accordingly.

School Residentials

- Attendance to mainstream school residential trips that clash with Karima School are not permitted.

- Year 6 residential that serve an exceptional educational purpose may be considered on a case by case basis. Please discuss with the Head Teacher before any bookings are made.
- Karima Foundation also facilitates opportunities with the annual Karima retreat to PGL and the Umrah trip.

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 2019.