

## 40. Late Attendance / Absence Policy



### The British Muslim School

You are the best nation raised up for humankind. You enjoin righteousness, forbid corruption and you believe in Allah. Al- Quran, Surah Al-Imran, ayah 110

<b>Title</b>	Late attendance / absence policy
<b>Document Type</b>	Approved
<b>Subject</b>	Lateness and absences
<b>Created</b>	June 2022
<b>Approved by</b>	Board of Governors
<b>Review Date</b>	September 2023 or earlier where there is a change in the applicable law affecting this Policy Guidance
<b>Responsible person:</b>	Principal/Governing body

### Late attendance /absence policy

- All student must arrive at the school by no later 8:30 am.
- Any children who are not able to attend at the stated time their parents must inform the school of their lateness/non-attendance followed with written notification to the school.
- Upon registration completion, if a child is not in attendance, the class teacher must inform the school office, who will contact parents by way of text message, phone, email etc.
- If the above is not responded by the parents, a formal letter shall be sent out for parents to complete on return back to school immediately.
- If any child needs to attend any appointments including, G.P. hospital or other, parents must notify the school prior to the date with evidence of appointment etc.
- No child shall be allowed to leave for any appointments without prior arrangements by their parents this is done due to Health & Safety reason.

Date of Policy Approved: June 2022

Print Name (Chair of Governors): M Rahman

Next Review Date: June 2023