The British Muslim School · Lodge Road · West Bromwich · B70 8NX

Attendance Policy

Approved by	Governing Body, September 2026
Review date	September 2027, or sooner if the law or guidance changes
Responsible person	Senior Attendance Champion, Mr Guljar Ahmed (Head of Administration), with the Principal, Mr Muhammad Kadir Al Hasan
Related policies	Late Attendance Policy, Safeguarding and Child Protection Policy, Missing Pupils Policy, Admissions Policy, Special Educational Needs and Disabilities Policy, Behaviour Policy (including Rewards, Sanctions and Searching), Anti-Bullying Policy, First Aid Policy (Day Pupils and Boarders), Policy for the Care of Boarders and Day Pupils, Data Protection Policy

1. Why attendance matters

Regular attendance is essential for every pupil's learning, progress and wellbeing. Pupils who attend well achieve more, make and keep friendships, and have the confidence to take on new work. Being in school is also one of the strongest protections a child has: it is where adults see him every day and notice if something is wrong.

We expect every pupil to attend every day the school is open, for the whole of each session, unless he is too ill to attend or the school has given permission for the absence. Attendance is everyone's responsibility: the pupil, his parents, every member of staff, the Senior Attendance Champion and the Governing Body.

When attendance becomes a problem, we work with the pupil and his family first. We listen, find out what is getting in the way and help to remove it. We use formal and legal steps only when support has not worked or has not been taken up.

In this policy "parent" means any person with parental responsibility for the pupil or who has care of him.

2. The law and guidance we follow

- Education Act 1996: parents must make sure their child of compulsory school age receives a suitable full-time education, and, once he is registered at a school, that he attends it regularly.
- The School Attendance (Pupil Registration) (England) Regulations 2024: how we keep the admission register and the attendance register, the national attendance codes, when a pupil's name may be deleted, and the returns we make to the local authority.
- "Working together to improve school attendance" (DfE statutory guidance, July 2026). Chapters 1 and 2 apply to independent schools through paragraph 7(b) of the Independent School Standards, and chapters 7 and 8 set out the register rules every school must follow.

- The Education (Independent School Standards) Regulations 2014, paragraph 15 (admission and attendance registers), and "The Independent School Standards: guidance for independent schools" (DfE, April 2026).
- "Children missing education" (DfE statutory guidance, September 2025) and Sandwell Council's "Children Missing Education Policy" (September 2026).
- Keeping children safe in education 2026 and Working Together to Safeguard Children 2026.
- National Minimum Standards for Boarding Schools (DfE, 2022, technical update May 2026).
- Equality Act 2010. We apply this policy fairly and consistently, and we take account of each pupil's individual needs and of the United Nations Convention on the Rights of the Child, as the attendance guidance asks.

3. Who is responsible

Role	Person	What they do
Senior Attendance Champion	Mr Guljar Ahmed, Head of Administration	Leads attendance across the school. Sets up and checks the systems in this policy. Analyses the data every week. Leads formal meetings with parents. Makes the returns to the local authority. Reports to the Principal and the Governing Body.
Principal	Mr Muhammad Kadir Al Hasan	Decides every request for leave of absence. Agrees support plans and part-time timetables. Decides when to ask Sandwell to consider legal action.
Designated Safeguarding Lead (DSL)	Mr Mirza Saghar Hussain	Considers every attendance concern that may be a safeguarding concern. Makes referrals to Sandwell Children's Trust. Is the designated teacher for looked-after and previously looked-after children.
Deputy DSLs	Mr Toqir Ul Islam and the Principal	Act for the DSL when he is absent.
SENCO	Ms Nneoma Otuegbe	Advises on support and reasonable adjustments for pupils with special educational needs or disabilities whose attendance is affected.

Role	Person	What they do
Pastoral Care Lead and Head of Boarding	Maulana Mahbub Kamal	Gives pastoral support to pupils and families. Oversees boarders' attendance and roll calls.
School office	Administration staff	Receives absence calls. Makes first-day calls. Keeps the registers accurate.
Teachers	All teaching staff	Take the register accurately and on time. Report concerns about a pupil's attendance or punctuality.
Governing Body	Chaired by Mr Mohammed Misbhaur Rahman	Reviews attendance data each term and challenges the school to improve.

Who to contact

- To report an absence, or for day-to-day questions: the school office, 0121 516 2264, before 8:45 on each day of absence.
- For more detailed support with your son's attendance: the Pastoral Care Lead, Maulana Mahbub Kamal (m.kamal@thebritishmuslimschool.co.uk), or the Senior Attendance Champion, Mr Guljar Ahmed, through the school office on 0121 516 2264.
- If your son's attendance is linked to a special educational need or disability: the SENCO, Ms Nneoma Otuegbe (t.islam@thebritishmuslimschool.co.uk).
- If you are worried about your son's safety: the DSL, Mr Mirza Saghar Hussain (m.hussain1@thebritishmuslimschool.co.uk; out of hours 07868663413).

4. The school day and registration

The school building opens at 8:00. The school day begins with the morning register at 8:15. Lessons run from 8:20 to 3:50, and lunch is from 1:20 to 2:10.

We take the attendance register twice a day, at the same time for every pupil, day pupils and boarders alike:

- the morning register is taken at 8:15 and closes at 8:45;
- the afternoon register is taken at 2:10, at the start of the first lesson after lunch, and closes at 2:40.

The register stays open for 30 minutes in each session, and never longer.

Each day therefore counts as two sessions. A pupil who arrives after the register is taken but before it closes is marked late (code L) and counts as present. A pupil who arrives after the register has closed is marked absent (code U, unless there is an authorised reason). The full arrangements for lateness are in the Late Attendance Policy.

The attendance register is a legal record. Teachers record, for each pupil and each session, whether he is present or, if not, the reason, using the national codes. Registers are kept electronically. Every entry in the admission register and the attendance register is kept for six years from the date it was made. If an entry has to be changed, the register shows the original entry, the new entry, the reason, the date and who made the change. We do not change an entry simply because a parent asks.

We may also check attendance at individual lessons, so that we notice any pupil who is in school but missing lessons.

Boarders

The law does not require boarders to be included in the attendance register, but we record every boarder's attendance at morning and afternoon registration in the same way as day pupils, so that we can see and support the attendance of every pupil. Boarding staff also hold roll calls in the boarding house from breakfast to bedtime, as set out in the Missing Pupils Policy.

Boarders go home in every holiday. Parents tell the Head of Boarding when their son will return. If a boarder does not return on the agreed day, the school office contacts his parents that day, in the same way as for any unexplained absence.

5. Attendance codes

We use the national codes set out in regulation 10 of the 2024 Regulations. The codes used most often are:

Code	Meaning	Counted as
/ and \	Present (morning and afternoon)	Present
L	Arrived late, before the register closed	Present
V, P, W, B, K	Educational visit, approved sporting activity, work experience, other approved off-site activity, provision arranged by the local authority	Attending an approved educational activity
I	Illness	Authorised absence
M	Medical or dental appointment, agreed in advance	Authorised absence
R	Religious observance (a day set apart by the parents' religious body)	Authorised absence
C	Leave of absence granted for exceptional circumstances	Authorised absence

Code	Meaning	Counted as
C1	Leave of absence for a licensed performance, or for regulated employment abroad	Authorised absence
C2	Agreed temporary part-time timetable	Authorised absence
E	Suspended or excluded	Authorised absence
J1 and S	Interview for another school or a job; study leave for public examinations	Authorised absence
G	Holiday not granted by the school	Unauthorised absence
U	Arrived after the register closed, with no authorised reason	Unauthorised absence
N	Reason not yet known	Unauthorised absence until replaced
O	Absent in other or unknown circumstances	Unauthorised absence
Y1 to Y7	Unable to attend because of an unavoidable cause: transport normally provided is not available, widespread travel disruption, part or all of the school unexpectedly closed, criminal justice detention, public health rules, or another emergency	Not counted as a possible attendance

Only the school, not a parent, decides which code applies. Code N is used only while we find out the reason. We replace it with the correct code as soon as we know the reason, and within 5 school days at most. If we still do not know the reason after 5 school days, we record code O. If a pupil marked N arrives after the register has closed, we change the entry to U or another more suitable absence code.

6. When your son is absent

Telling the school

If your son cannot attend, telephone the school office on 0121 516 2264 before 8:45 on the first day, and on every further day, giving the reason and when you expect him back. Where we hold an email address for you, a message by email is also acceptable. For an absence of more than three school days, please give us a short written explanation when he returns.

First-day calling

As soon as the morning register closes, the school office checks every absence for which no reason has been given. The office telephones the parents that morning. If we cannot reach them, we call the other emergency contacts. We ask every family to give us at least two emergency contact numbers and to tell us straight away when any number changes.

If we still cannot make contact, or the reason given causes concern, the office tells the DSL the same day. The DSL decides what to do next, which may include a home visit, contacting other agencies, or a referral to Sandwell Children's Trust or the police. If absence continues without explanation, we keep trying to make contact every day.

Where a pupil has a social worker or a youth offending team worker, we tell them on the same day of any unexplained absence. Where a pupil is looked after, we also tell his social worker and the Virtual School.

Illness

A parent's report that their son is too ill to attend is normally accepted. We do not ask for medical evidence as a matter of routine, and we have no blanket rule requiring it. We may ask for reasonable evidence if there is genuine doubt about the reason for an absence, or if absence through illness is long or keeps happening and we need to understand the pupil's health needs so that we can support him. We start with a conversation with the parent, and the pupil where appropriate. We are not rigid about the form of evidence: a prescription, medication, an appointment card or, for a condition a doctor is already managing, a letter from a health professional may all be suitable, and we take account of any other evidence a parent can give.

A pupil who has had diarrhoea or vomiting must stay at home until 2 days after the symptoms have stopped, as UK Health Security Agency guidance advises ("Public health exclusion periods in children and young people's settings", September 2026).

If a pupil is likely to miss 15 school days or more through illness in a school year, whether in one period or added together, we tell Sandwell Council (a sickness return), so that we can agree any education he needs while he cannot attend. Where a pupil cannot attend for a long period because of illness, we may provide work at home, but remote education is used only as a last resort and as part of a plan to bring him back to school. He is still recorded as absent.

Medical and dental appointments

Please make appointments outside school hours wherever possible. If that is not possible, ask the school office in advance and show the appointment card or letter. Your son should be out of school for the shortest time necessary and return straight after the appointment. If he is registered before he leaves, no absence is recorded for that session. A pupil may only leave school for an appointment when a parent has arranged it with the office in advance, and he is collected or signed out at reception.

Religious observance

We record code R for a day that is set apart exclusively for religious observance by the religious body to which the parents belong. The school arranges its term dates and occasional closures around the main Islamic festivals where it can. Where a religious body sets apart one day, any further days are leave of absence and are decided under section 7.

7. Leave of absence in term time

Parents have no right to take their son out of school in term time. The Principal may grant leave of absence only for:

- exceptional circumstances;
- an interview for entry to another school or college, or for future employment;
- study leave for public examinations (not for mock or internal examinations);
- a temporary part-time timetable agreed under section 10;
- taking part in a regulated performance, or regulated employment abroad, under a licence or approval from the local authority or a magistrate (code C1).

Medical and dental appointments are dealt with in section 6. Leave is not granted for a pupil to take part in protest activity during school hours.

A parent with whom the pupil normally lives must ask in writing, using the leave of absence form from the school office, at least two weeks before the absence wherever possible. Leave cannot be granted after the event.

The Principal considers every request on its own facts. He does not grant leave automatically for any type of event. In deciding, he considers:

- the reason, and whether the circumstances are truly exceptional;
- the timing, including the effect on examinations and on the start of the school year. Leave is unlikely to be granted in September or in May;
- the length of the absence and its effect on the pupil's learning;
- the pupil's attendance record and progress;
- any special educational needs, disability or health needs.

A holiday, or other absence for leisure or recreation, is not normally an exceptional circumstance. A cheaper holiday in term time is not an exceptional circumstance. Examples of what may be exceptional include a short absence for a close family wedding or funeral, or for a serious family illness. If leave is granted, the Principal decides how many days are allowed.

The Principal replies in writing. If leave is granted, the letter states the dates and can be shown as evidence that the school has agreed the absence. If leave is refused and the pupil is absent anyway, the absence is recorded as unauthorised (code G for a holiday).

Extended absence abroad

If a pupil is to travel abroad, parents must give the school written details of where he will be, how to contact the family and the date he will return. If he does not return on that date, we contact the family straight away. The DSL considers whether there may be a safeguarding concern, such as a risk of forced marriage, female genital mutilation in the family, radicalisation or exploitation, and acts under the Safeguarding and Child Protection Policy.

8. How we promote good attendance

- We make the school a calm, safe and welcoming place where pupils want to be. Staff greet pupils each morning and praise punctual and improved attendance.
- We explain to parents, when their son joins and at the start of each year, what is expected and why it matters. We tell parents regularly how their son is attending, in terms of the time he has

missed and its effect on his learning, not only as a percentage. Attendance is discussed at every parents' meeting and shown in the annual report.

- We use assemblies, displays and form time to show the benefits of good attendance.
- Pupils with 100% attendance in a term receive a certificate in the end-of-term assembly. Over time: 2 terms – bronze; 4 terms – silver; 6 terms – gold. We also recognise pupils whose attendance has improved, so that rewards never penalise a pupil who is absent because of illness or disability.

What attendance figures mean

Attendance over a school year	Time missed	What it means
96% or more	Less than 8 days	Excellent. This supports every part of his progress.
94% to 95%	About 10 days	Good. Keep building on it.
90% to 93%	About 2 to 4 weeks	A concern. Absence is starting to affect his learning. We will contact you to agree how to improve it.
Below 90%	More than 4 weeks	Persistent absence. It is seriously affecting his learning. We will meet you and put a support plan in place.
Below 50%	Absent more than present	Severe absence. This is our highest priority for support, and a possible safeguarding concern.

9. How we use attendance data

Every week the Senior Attendance Champion analyses attendance for every pupil, every year group and the whole school, including punctuality and the use of each code. He looks at all levels of absence, not only persistent absence, so that we can act early. He looks closely at groups who may need extra support, including boarders, pupils with special educational needs or disabilities, pupils with a social worker, looked-after children, young carers and pupils with long-term illness.

He shares the findings each week with the Principal, the DSL, the SENCO and the Pastoral Care Lead, and gives teachers the information they need to talk to pupils. Each half term and each term he looks for patterns, such as particular days, subjects or groups, compares our figures with local and national figures, and checks whether our actions are working. He reports to the Governing Body each term.

10. Supporting pupils whose attendance is falling

We follow the graduated approach in "Working together to improve school attendance": expect, monitor, listen and understand, facilitate support, formalise support, and enforce only as a last resort.

1. **Early concern.** When a pattern of absence or lateness appears, the form tutor or Pastoral Care Lead speaks to the pupil and contacts the parents to understand the reason.
2. **Meeting and support plan.** If attendance does not improve, or falls towards 90%, the Pastoral Care Lead or Senior Attendance Champion meets the pupil and parents. Together we agree the barriers, the support the school will give, what the family will do, and a review date. Support may include mentoring, a changed routine, help with bullying, learning support, a referral to the school's mental health lead, or a referral to services such as Sandwell CAMHS (0121 612 6620) or the school nurse.
3. **Early help.** Where the family's needs go wider than school, we offer an Early Help Assessment (on EHM) and work with Sandwell's Strengthening Families Service and a Team Around the Family, with the family's agreement.
4. **Formal meeting.** If support is not working or not taken up, the Senior Attendance Champion holds a formal meeting with the parents and the pupil. He explains clearly the effect of continued absence and the legal steps that could follow, and continues to offer help. He may invite Sandwell's Schools Attendance Support Service (attendance_service@sandwell.gov.uk; 0121 569 8147).
5. **Formal support with the local authority.** We may ask Sandwell to agree an attendance contract with the parents or to apply for an education supervision order.
6. **Legal action.** An independent school cannot issue penalty notices. In our case a penalty notice can be issued only by Sandwell Council (or the police), under Sandwell's local code of conduct, and only Sandwell can prosecute. Where support has not worked or would not be appropriate (for example, an unauthorised holiday in term time), the Principal may ask Sandwell to consider a Notice to Improve, a penalty notice under the National Framework for Penalty Notices, or prosecution. The national threshold for considering a penalty notice is 10 sessions of unauthorised absence (which can include arriving after the register closes) within a rolling period of 10 school weeks. A first penalty notice is £80 per parent if paid within 21 days, or £160 if paid within 28 days. A second notice for the same pupil within three years is £160. A third penalty notice cannot be issued to the same parent for the same pupil within three years; other action, often prosecution, is considered instead. Sandwell decides whether to act, under its local code of conduct.

Persistent and severe absence

A pupil is persistently absent if he misses 10% or more of sessions, and severely absent if he misses 50% or more. Every persistently absent pupil has a named member of staff, a support plan and regular meetings with his parents. Severely absent pupils are our top priority. For them the DSL always considers whether there is a safeguarding concern, and whether to make a referral to Sandwell Children's Trust. Where all support has been offered and severe unauthorised absence continues, it is likely to amount to neglect and the DSL makes a referral.

Pupils with special educational needs, disabilities or health needs

These pupils have the same right to education and the same attendance expectations as any other pupil, but they may need extra support. The SENCO works with the pupil and his parents to agree support and reasonable adjustments under the Equality Act 2010, for example to routines, uniform, travel, lunchtimes or the timetable, and reviews them regularly. Where a pupil has an education, health and care (EHC) plan, we tell the local authority that maintains the plan when his attendance falls or when we learn of barriers linked to his needs, and ask for the plan to be reviewed if needed.

Young carers

Some pupils care for a family member at home, and this can make it harder for them to attend. We record young carers, include them in our attendance analysis, and work with the pupil and his parents to understand the barriers and put support in place. Where needs go beyond school, we help the family to reach Sandwell's early help services. A young carer, or his parent, may ask Sandwell for a young carer's needs assessment.

Anxiety about school

Pupils who feel anxious about school are still expected to attend, because staying away usually makes anxiety worse. We work with them and their parents to reduce the anxiety in school and may agree a short phased return.

Part-time timetables

A part-time timetable is used only in very exceptional circumstances, for example where a medical condition stops a pupil attending full time. It is never used to manage behaviour. It must be agreed by the Principal and the parent the pupil lives with, be part of a wider support or health plan, have regular reviews with the pupil and parents, and have an end date. We tell the pupil's social worker if he has one, and the local authority if he has an EHC plan. Sessions he is not expected to attend are recorded with code C2.

After a long absence

When a pupil returns after a long absence, we agree a plan with him and his parents to help him settle, catch up on missed work and rebuild his confidence.

11. Attendance and safeguarding

Absence, especially repeated or unexplained absence, can be a sign of neglect, abuse, sexual or criminal exploitation, radicalisation, forced marriage, mental health difficulties or caring responsibilities at home. All staff tell the DSL the same day about any attendance pattern or absence that worries them, as the Safeguarding and Child Protection Policy requires.

- If a pupil is absent and we cannot establish where he is, the DSL is told straight away and decides whether to contact Sandwell Children's Trust (0121 569 3100; out of hours the Emergency Duty Team on 0121 569 2355) or the police. If a child may be in immediate danger, we call 999.
- Referrals to Sandwell Children's Trust are made on the Multi Agency Request Form (MARF) to access_team@sandwellchildrenstrust.org within 24 hours at most.
- We tell the social worker immediately if a pupil who is on a child protection plan, a child in need or looked after is absent without explanation.
- A pupil who goes missing during the school day, or a boarder who goes missing from the boarding house, is dealt with under the Missing Pupils Policy.
- We share attendance information with Sandwell and other agencies where it is relevant to a pupil's safety or welfare, as the duty in section 16LA of the Children Act 2004 requires and as the Safeguarding and Child Protection Policy sets out.

Children missing education

We follow "Children missing education" (DfE, September 2025) and Sandwell Council's "Children Missing Education Policy" (September 2026).

- If enquiries lead us to believe a pupil will not be coming back, and the parents have not told us in writing of a new school or of home education, we refer him without delay to the children missing education team of the local authority where he lives. For Sandwell this is APS_CME@sandwell.gov.uk (0121 569 8147).
- We carry out our own enquiries first and then continue to work jointly with the local authority, even after we have made the referral, until we agree with the local authority that enquiries are complete. These may include contacting parents, relatives, neighbours and emergency contacts, other agencies working with the family, and the schools of brothers or sisters, and a home visit.
- If a pupil lives in another local authority area, we also tell and work with that local authority.
- If we believe a pupil has been taken abroad and may be at risk, the DSL contacts the police and Sandwell Children's Trust, who may involve the Foreign, Commonwealth and Development Office.

12. Admission register, deletions and returns to the local authority

The admission register is kept in line with the Admissions Policy and chapter 7 of "Working together to improve school attendance". It records whether each pupil is a boarder or a day pupil. We ask parents at least once a year, and whenever circumstances change, to confirm their address and contact details. When a parent tells us their son will live at a new address, we record the address, the parents he will live with and the date. When we are told he will attend another school, we record the school and the start date.

A pupil's name is deleted from the register only on one of the grounds in regulation 9 of the 2024 Regulations, and never for any other reason. Deletion is never backdated. The most common grounds for us are:

- he has been registered at another school;
- his parents have told us in writing that he will be educated at home from a given date and that date has passed;
- he has ceased to be a pupil at the school (for example, when his parents give notice and he leaves, or after a permanent exclusion and the end of any appeal);
- he no longer lives within reasonable distance of the school, is not a boarder, and we have no reasonable grounds to believe he will return;
- he has not returned within 10 school days after the end of agreed leave, or has been continuously absent for 20 school days with only unauthorised absence (codes G, N or O), and in either case we have no reasonable grounds to believe he is unable to attend because of sickness or another unavoidable cause, and we and the local authority have jointly made reasonable enquiries to find him without success, or have found him and agreed there are no reasonable grounds to believe he will return. These grounds are never used where a pupil is absent for a health reason, where he could reasonably be supported to return, or where legal action to secure his attendance could reasonably be taken instead;
- he will be over compulsory school age (which ends on the last Friday in June of the school year in which he turns 16) by the time the school next meets, and we have no reasonable grounds to believe he will attend again.

Where a pupil's whereabouts are not known, we follow Sandwell's procedure: we send Sandwell a Removal from Roll form and we delete the name only when Sandwell confirms that its enquiries are complete. Where a family moves away and has not yet found a new school, we delete the name once

the pupil has completed his last day and moved out of the area, and we tell Sandwell, so that his details can be placed on the national "lost pupil" database (School to School).

If a parent tells us that their son will be educated at home but has not done so in writing with a date, the name is not deleted. We tell Sandwell, which will make its own enquiries alongside ours.

We never encourage a parent to remove their son from the school, or to educate him at home, in order to avoid an exclusion or to improve the school's figures. Where a parent tells us they intend to home educate, we tell Sandwell straight away and, where possible, arrange a meeting with the parents and Sandwell before a final decision is made, so that the parents have considered what is best for their son. This matters most where he has special educational needs or a disability, has a social worker or is otherwise vulnerable. When a pupil becomes home educated, the DSL sends his safeguarding file to Sandwell's elective home education team. If the pupil has a social worker or is the subject of child protection enquiries or a child protection plan, the DSL also tells the social worker before the name is deleted. Where a pupil has an EHC plan, we tell the local authority that maintains it.

We make these returns, as regulation 13 of the 2024 Regulations requires:

Return	When	To whom
New pupil return	Within 5 days of adding a pupil's name to the admission register, with all the information the register holds about him (not needed for pupils joining at the start of Year 7, unless Sandwell asks for it)	Sandwell Council
Deletion return	Each time a pupil's name is deleted (for Year 11 leavers at the end of the year, only if Sandwell asks), using Sandwell's Removal from Roll form: his name, address, parents and emergency contact number, his new address and school if known, and the ground for deletion	Sandwell Council (APS_CME@sandwell.gov.uk)
Attendance return	At the frequency Sandwell sets, and at least once a month: every day pupil of compulsory school age who fails to attend regularly or has been absent for 10 continuous school days with an unauthorised code (G, N, O or U)	Sandwell Council

Return	When	To whom
Sickness return	As soon as possible when we have reasonable grounds to believe a pupil will miss 15 school days or more in the year through illness, in one period or added together	Sandwell Council

Local authority officers may inspect and take copies of our registers to carry out their duties. Inspectors are always given access to the registers.

When a pupil leaves, the DSL transfers his safeguarding file securely and separately to his new school, as the Safeguarding and Child Protection Policy sets out.

13. Telling people about this policy

This policy is published on the school website. Parents receive it when their son joins and are reminded of it at the start of each school year. Staff are trained on it at induction and each year. We ask pupils and parents for their views on attendance when we review the policy.

Approval and signatures

Approved by the Governing Body: September 2026.

Chair of the Governing Body: Mr. Mohammed Misbhaur Rahman. Signed: MR. Date: September 2026.

Principal: Mr. Muhammad Kadir Al Hasan. Signed: MKAH. Date: September 2026.