

Attendance Policy

1. Introduction and Purpose

This Policy is designed to promote a positive learning environment, foster academic success, and ensure the safety and well-being of all students at IQRA College. Regular attendance is essential for students to fully benefit from the educational opportunities provided by the School. This policy aims to establish clear guidelines for attendance and set expectations for students, parents/guardians, and school staff.

2. Scope

This policy applies to all staff at IQRA College, students and their legal guardians (Parents).

3. Attendance Expectations

All students are expected to attend school regularly and be present for all scheduled classes, activities, and events, except in cases of legitimate illness or other excused absences.

Students must arrive on time for school (anytime before 8:45 am) and all classes. Tardiness disrupts the learning process and is detrimental to both the student and the class. Repeated tardiness will be addressed accordingly (read more below).

4. Reporting Absences

Parents are responsible in notifying the administration about their child's absence as soon as possible – prior to or on the day of the absence. This notification should be provided to the school office through phone call, email, or Daymap stating the reason for the absence.

Parents must file a long leave form to the School Administration if their child(ren) will be absent from School for more than 5 days; Long leave must be filed 2 weeks prior to the child's absence. Absences will be considered excused for the following reasons, subject to verification:

- a. Personal illness or health-related appointments
- b. Family emergency
- c. Religious observance

- d. School-approved activities or events
- e. Medical appointments (where possible, these should be scheduled outside of school hours)

5. Attendance/Lateness Tracking and Monitoring

The school administration maintains accurate and up-to-date attendance records for all students. Parents will be contacted (SMS and phone call) daily if their child is absent and prior notice has not been given to the administration.

5.1 Early Dismissal and Late Arrival

Any student who arrives late to School or needs to leave early for a legitimate reason must sign in or out at the school front office with proper documentation or parental consent. Parents who wish to collect their kids early from school must provide the administration with at-least 30 minutes notice before coming for pick up. No one to be picked up at the front office after 3pm – pick up bay.

IQRA College tries to avoid unexplained and unexcused absences/lateness. If a student's attendance becomes a concern due to excessive or unexcused absences/lateness, the School will initiate appropriate interventions to address the issue. This may include communication with parents and counseling – *refer to the table below.*

Absences	
Unexplained/Unapproved absences	Intervention
1 day	Parents will be contacted
5 days	Written email will be sent to parents
7 days	Parents will be contacted by the Principal or its delegate
10 days	Principal or its delegate will schedule a meeting with the parents and work on a student attendance plan

Lateness	
Unexplained/Unapproved lateness	Intervention
3 days	Parents will be contacted
5 days	Written letter will be sent to parents
7 days	Parents will be contacted by the Principal or its delegate
10 days	Principal or its delegate will schedule a meeting with the parents and work on a student attendance plan
10+days	School may report to the Department of Child Protection or terminate enrolment of student

6. Make-Up Work

Students are responsible for making up all missed assignments, tests, and classwork due to excused absences. Upon returning to School, students should promptly contact their teachers to obtain the necessary make-up work. Depending on the reason of absence, students may be provided reasonable time to make up missed assignments and tests, taking into consideration the length of the absence and the nature of the work.