



# ABU HANIFAH FOUNDATION

Excellence in Islamic Education

*“Where every child matters and every day counts”*

## **Attendance & Punctuality Policy**

UPDATED 2026

## 1. Status of the School and Legal Context

Abu Hanifah Foundation is a **voluntary supplementary school** operating within the **third sector as a charitable organisation**. It provides out-of-hours Islamic and educational provision including Scouting and does not operate as a state-funded daytime school.

Accordingly:

- the Foundation is **not subject to the statutory attendance enforcement framework** that applies to maintained schools and academies;
- it **does not issue statutory penalties or fines**;
- it does **not replace or override** the legal duty of parents/carers to ensure attendance at a child's registered daytime school.

Nevertheless, Abu Hanifah Foundation recognises that attendance is essential to:

- educational continuity and progression;
- safeguarding and pupil wellbeing; and
- the responsible and ethical use of **limited charitable places**.

This policy therefore adopts **DfE attendance principles as best practice**, applied **proportionately and appropriately** to a voluntary supplementary setting.

## 2. Philosophy and Ethos

Abu Hanifah Foundation is committed to delivering a **high-quality, holistic Islamic education** that nurtures knowledge, character, discipline, and spiritual development.

Islam places strong emphasis on:

- **responsibility (amānah);**
- **commitment to obligations;**
- **respect for time;** and
- **consistency in learning.**

Regular attendance reflects these values. The Foundation seeks to provide a **welcoming, caring, and orderly environment** in which pupils feel secure, valued, and motivated to attend consistently.

As a supplementary school, effective provision relies on **mutual commitment between the school and families**, rather than compulsion.

### **3. Attendance as a Safeguarding Consideration**

Although attendance at Abu Hanifah Foundation is voluntary, **persistent absence or irregular attendance** may indicate:

- unmet learning needs;
- emotional, behavioural, or pastoral difficulties;
- family pressures; or
- safeguarding concerns.

Attendance monitoring therefore forms part of the Foundation's **wider safeguarding framework**. Where concerns arise, they will be addressed sensitively and escalated in line with safeguarding procedures where appropriate.

### **4. Aims**

The Foundation aims to:

1. Promote **regular and punctual attendance** for all pupils.

2. Encourage shared responsibility among pupils, parents/carers, staff, leadership, and the Non-Executive Body.
3. Establish clear, fair, and proportionate procedures.
4. Provide **early support and guidance** to pupils and families.
5. Monitor attendance patterns to inform pastoral and educational support.
6. Maintain consistent and open communication with parents/carers.
7. Use **encouragement and incentives**, rather than statutory sanctions.
8. Ensure charitable places are used **effectively and responsibly**.

## **5. Roles and Responsibilities**

### **5.1 Deputy Principal – Overall Attendance Lead**

#### **Maulana Mubarak Patel**

As **Deputy Principal**, Maulana Mubarak Patel is the **overall operational lead** for attendance and punctuality.

He will:

- oversee day-to-day attendance monitoring;
- identify patterns of irregular attendance or lateness;
- lead communication with parents/carers where concerns arise;
- coordinate pastoral support and attendance improvement steps;
- ensure attendance records are accurate and up to date;
- liaise with safeguarding leads where attendance raises welfare concerns;
- report attendance trends and risks to the Principal.

## **5.2 Principal – Strategic Oversight**

### **Hafidh Ismail Adam**

As **Principal**, Hafidh Ismail Adam provides **strategic oversight and ultimate accountability**.

He will:

- ensure attendance practice remains proportionate to the Foundation's voluntary and charitable status;
- ensure alignment with safeguarding, inclusion, and equality duties;
- support the Deputy Principal in complex or sensitive cases;
- report attendance matters to the Non-Executive Body;
- ensure this policy is reviewed regularly.

## **5.3 Staff**

All staff will:

- promote good attendance and punctuality through positive role-modelling;
- complete registers accurately and consistently;
- raise concerns promptly with the Deputy Principal;
- support agreed pastoral interventions.

## **5.4 Pupils**

Pupils are encouraged to:

- attend regularly and arrive on time;
- engage positively in learning;
- inform staff if difficulties affect their attendance.

## **5.5 Parents and Carers**

Parents/carers are expected to:

- support regular attendance and punctuality;
- inform the school promptly of absences;
- communicate openly about difficulties affecting attendance;
- recognise the importance of continuity in supplementary education.

## **5.6 Non-Executive Body**

The **Non-Executive Body** provides independent oversight and assurance.

It will:

- monitor attendance trends and policy effectiveness;
- ensure procedures remain appropriate to the Foundation's charitable status;
- support leadership in maintaining high standards;
- review this policy annually.

## **6. Attendance Monitoring**

### **Daily**

- Registers are taken **each school session between 5.00pm and 5.15pm.**
- Registers are completed on the School Management System.

### **Weekly**

- Attendance is reviewed by the Deputy Principal.
- General encouragement and reminders are shared with pupils.

### **Semesterly**

- Attendance patterns, improvement, or concern are reviewed.
- Recognition is given where appropriate.

## **Annually**

- Overall trends inform planning, capacity, and programme decisions.

## **7. Attendance Recording and Authorisation**

For the purposes of this supplementary setting:

- **all absences are recorded as unauthorised by default;**
- parents/carers are expected to provide an explanation for any absence;
- explanations are considered with **discretion, sensitivity, and understanding;**
- only the **Deputy Principal or Principal** may confirm whether an absence is accepted as having a valid reason.

This approach provides clarity, consistency, and transparency.

## **8. Reporting Absence**

- Parents/carers should inform the school **on the day of absence** by phone, email, or message.
- Where no explanation is received, the absence will remain recorded as unauthorised.
- Repeated unexplained absences will be followed up supportively.

## **9. Addressing Irregular and Persistent Absence**

Where a pupil's attendance causes concern, the Foundation will adopt a **graduated and supportive approach**, which may include:

- discussion with parents/carers to understand underlying issues;
- pastoral advice and guidance;
- agreed steps to improve attendance;

- a defined period of monitoring and review.

This reflects compassion for individual circumstances while maintaining clear expectations.

## **10. Continued Enrolment and Use of Charitable Places**

Abu Hanifah Foundation has a **finite number of places** and a **waiting list of children seeking admission**. As a charitable organisation, it has a responsibility to ensure that its provision benefits those who are able to engage consistently.

Accordingly:

- **persistent absence without valid or compelling reasons may result in the withdrawal of a pupil's place;**
- such decisions will be taken **carefully, fairly, and proportionately**, and only after reasonable efforts have been made to engage with parents/carers;
- parents/carers will be informed in advance and given the opportunity to discuss concerns before any final decision is made.

This measure is **not punitive**. It seeks to ensure that no child is deprived of access to Islamic education because a place is being held by a pupil who is unable or unwilling to attend regularly.

## **11. Attendance and the Advanced Islamic Studies Programme ('Ālimiyyah)**

The '**Ālimiyyah Programme** represents a higher level of academic and spiritual commitment and requires **consistent attendance and sustained engagement**.



Accordingly:

- pupils enrolled on the ‘Ālimiyyah programme are expected to maintain a **minimum attendance level of 90%**;
- attendance below this threshold may **impact eligibility for progression or graduation**, regardless of academic performance;
- this reflects the cumulative nature of advanced Islamic studies and the responsibility attached to scholarly learning.

Where attendance falls below 90%:

- the school will first engage **supportively** with the pupil and parents/carers;
- reasonable consideration will be given to **exceptional circumstances**, such as verified illness or serious family hardship;
- a period of monitoring and guidance may be agreed.

If attendance does not improve despite support:

- the school may determine that the pupil has **not met the attendance requirements for graduation** from the ‘Ālimiyyah programme;
- decisions will be communicated **clearly, respectfully, and in advance**, with reasons explained.

This requirement safeguards the **integrity, seriousness, and honour of advanced Islamic scholarship**.

## **12. Promoting Good Attendance and Punctuality**

The Foundation promotes good attendance through:

- induction discussions with parents/carers;
- regular reminders and encouragement;
- assemblies and pastoral time;
- certificates and recognition for commitment and improvement.

Punctuality is monitored alongside attendance. Where lateness becomes habitual, parents/carers will be contacted supportively and asked to work with the school to improve consistency.

### **13. Equality and Inclusion**

Attendance procedures are applied **fairly and sensitively**. Reasonable consideration will be given to pupils with:

- medical needs;
- disabilities;
- additional learning or pastoral needs.

This is consistent with the **Equality Act 2010** and the Foundation's inclusive ethos.

### **14. Monitoring and Review**

- The Deputy Principal monitors implementation throughout the year.
- The Principal provides oversight and reports to the Non-Executive Body.
- This policy is reviewed **annually**, or sooner if circumstances or guidance change.

### **15. Concluding Statement**

While attendance at Abu Hanifah Foundation is **voluntary**, regular participation is essential for meaningful learning, spiritual development, and the responsible use of charitable provision.

Through **clarity, compassion, accountability, and partnership**, the Foundation seeks to ensure that every place is used to its full benefit and that every pupil who attends is able to learn, grow, and flourish.