

Madrasa Tajweedul Quran

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Madrasa Absences - Information for parents

Points to note:

1. Absences during Madrasa time really hampers the progress of pupils. It is unfair on teachers, who have to help absent pupils “catch up”. We give very generous holidays throughout the year (many a time coinciding with school holidays), and we feel parents need to take advantage of these dates.
2. In this day and age where morals and values are slowly fading away, we need to ensure our children spend more time in the Masjid and Madrasa environment. It is really saddening to see weddings and holidays taking priority over our children’s Islamic education.
3. Our predecessors have emphasised the impact of absences to this extent that “one day’s lost Sabaq” has an affect for FORTY days. This shows how important divine knowledge is.
4. Even coming late / leaving early disrupts the class atmosphere. With our meagre resources, we do not have the manpower to call individual children out of classrooms at various times. We can understand medical reasons; however activities that are merely a pastime (such as football, swimming etc) can never take precedence over Islamic education. As parents, we need to make a decision as to what is our priority.
5. As a Madrasa, we feel we are trying our utmost best to help all our children. However where there are absences, our efforts are overcome and sometimes it becomes extremely difficult to help pupils “catch up” etc.
6. If your child is going to be absent during Madrasa time, then we have the following policy in place. This policy is there to safeguard the interests of the Madrasa, especially the teachers.

Absence policy:

- a) The Madrasa management needs to be notified on the “Holiday Notification” form of all absences of 5 days or more. Absences of less than five days should be notified to the teacher. All notifications must be in writing.

- b) Absences of 15 MADRASA days or more ***terminates the admission*** of your child. 15 Madrasa days will NOT apply if your child is in the Madrasa on the 15th day. The Saturday class for Hifz pupils is counted as a Madrasa day.
- c) Any holiday that comes in between absences are NOT counted as Madrasa days, due to this (if parents have to take their child out during Madrasa) we advise parents to plan in such a manner that their child is absent just BEFORE and AFTER the Madrasa holidays. In this manner the impact will be minimised.
- d) ***If your child is absent for 15 Madrasa days or more***, then on your return you will need to see the headteacher in person (via an appointment).
- e) If admission is granted (subject to the place still being available), then there will be a re-admission fee (at the appropriate prevailing rate).
- f) Do NOT send your child to Madrasa without seeing the headteacher. Failure to do so will result in your child not being allowed to sit in class and you will be called to take them home.
- g) ***Please note that parents raise “grievances” over this policy. However we need to address the interests of the Madrasa, teacher AND pupil.*** Since this policy was adopted (from the year 2002), we have seen a significant reduction in absences. Hence parents must understand this and refrain from any “personal grievances” against Madrasa personnel.
- h) If your child is in the “Lower School”, the Madrasa may ask you to arrange tuition on the weekend to help your child catch up. In the “Lower School”, Level 1 is the foundation, and even the absence of a few days really hampers the child’s progress. ***We cannot emphasise enough the impact absences have on pupils who are in the Lower School.***
- i) Where we are notified at least 7 Madrasa days in advance, we will try our best to give some Sabaq etc to your child. This is usually sent in writing.
- j) As much as possible we try to accommodate our parents. However, at the same time we have to ensure that our teachers who commit a lot of time and effort are not overburdened by absent children. For an institution to function smoothly there must be a policy in place to balance both interests. We appreciate your understanding and cooperation.

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Keep this letter for your reference.

Holiday Notification

This form must be completed if your child is going to be absent from the Madrasa for more than FIVE Madrasa days.

It will help monitor absences, and the class teacher will be fully aware of all absences.

Full name of child (1).....Level.....

Full name of child (2).....Level.....

Full name of child (3).....Level.....

Session attended.....Home Tel No:.....

First day and date of absence.....

Last day and date of absence.....

Total **Madrasa** days (Saturday is a Madrasa day for Hifz pupils):.....

Note: Please ensure you have read our policy on absences of 15 Madrasa days or more.

Reason for absence:

Anything else you feel we should know:

Name of person completing this form.....

Signature.....

Date.....