



Madrasah Naqeebul Islam

Madrasah Naqeebul-Islam, 27 William Henry Street, Preston, PR1 4XH, TEL: 01772 798847

[www.madinamasjid.net](http://www.madinamasjid.net) Email: [info@madinamasjid.net](mailto:info@madinamasjid.net)

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### **Madrasah Absences - Information for parents**

1. Absences during Madrasah time really hamper 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 Madrasah 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 Madrasah, 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 Madrasah time, we have the following policy in place. This policy is there to safeguard the interests of the Madrasah, especially the teachers.

#### **Madrasah Absence policy:**

- The Madrasah 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.
- Any holiday that comes in between absences are NOT counted as Madrasah days, due to this (if parents have to take their child out during Madrasah) we advise parents to plan in such a manner that their child is absent just BEFORE and AFTER the Madrasah holidays. In this manner the impact will be minimised.
- If your child is absent for 15 Madrasah days or more, then on your return you will need to see the principal in person (via an appointment).
- Do NOT send your child to Madrasah without seeing the principal. 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.
- Where we are notified at least 7 Madrasah days in advance, we will try our best to give some Sabaq etc to your child. This is usually sent in writing.
- 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.

**Keep this letter for your reference.**



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## Holiday Notification Form

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

It will help monitor absences, and the class teacher will be fully aware of all absences. This should include holidays and planned sicknesses.

### Children's Details

Full Name of Child 1:		Class:	
Full Name of Child 2:		Class:	
Full Name of Child 3:		Class:	
Full Name of Child 4:		Class:	
Full Name of Child 5:		Class:	

### Date and Length of Absence Period

First Day of Absence:		Last Day of Absence:	
Total Days of Absence:		Madrasah Return Date:	

### Reason for Absence

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### Additional Information

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### Approval

I can confirm that I have read the terms and conditions of the Madrasah Absence Policy

Name of Parent:		Date:	
Signature:		Relationship:	