



MUHAMMADI MADRASAH

Muhammadi

Madrasah

Lateness Policy

Muhammadi Madrasah Lateness Policy – Summary

Purpose:

This policy outlines the expectations and procedures regarding punctuality at Sunday Madrasah. It aims to promote timely attendance, support effective learning, and ensure fair and consistent communication with parents and guardians.

Scope:

This policy applies to all students enrolled in Sunday Madrasah and their parents or guardians. It is managed and enforced by the Madrasah leadership team.

Definition of Lateness:

1. Students are expected to arrive **no later than 10:10am**.
2. Any arrival at **10:05am or beyond** will be recorded as a **late entry**.

Recording and Monitoring:

- All instances of lateness will be **logged in a dedicated record book**.
- This book is maintained **exclusively by Madrasah management** and is not accessible to teaching staff or students.
- Records will be used for internal monitoring and to support communication with families.

Notification Procedure:

1. If a student is recorded as late **three times**, the Madrasah will issue a formal notice to parents or guardians.
2. Notifications may be sent via one or more of the following channels:
 - Spond
 - WhatsApp
 - SMS
 - Email
 - Phone call

The purpose of this communication is to raise awareness and encourage improved punctuality.

Supportive Reminders:

- Gentle reminders will be given to both students and parents to reinforce the importance of arriving on time.
- These reminders will be delivered respectfully and with understanding, recognising that occasional delays may occur.

Roles and Responsibilities:

- Parents/Guardians are responsible for ensuring their child arrives on time.
- Students are encouraged to take personal responsibility for punctuality as part of their character development.
- Madrasah Management will oversee the logging process and issue notifications as required.

Review and Compliance:

- This policy will be reviewed periodically to ensure it remains effective and fair (reviewed November 2025).
- Repeated lateness may result in further discussion with parents to explore underlying issues and offer support where appropriate.