



Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

Attendance Policy

Introduction

Regular and punctual Workshop attendance is important. Students need to attend the lessons regularly if they are to take full advantage of the educational opportunities available to them. A student who has enrolled in the Workshop is expected to attend punctually to all sessions.

In order to counter low attendance and lateness, which is correlated with both low levels of learning and classroom disruption, as well as to provide fair access to all children to the Workshop, Sharikatul Hussain has an attendance policy in place. This policy will apply to all Workshop students who enroll in any class for the 2023/2024 academic year.

Attendance Policy Summary

Attendance data will be continuously reviewed by the Workshop to monitor attendance levels and the same data will be made available online to parents via the Classe365 Portal (<https://sharikatul.classe365.com/>) so that any discrepancies may be rectified as soon as possible. This will be available to view on both the parents and students portal's.

Attendance Capture

Attendance will be taken twice per day as below:

- P- Present
- L- Late
- A- Absent
- E- Leaving Early

Assessment Criteria

The assessment criteria will include attendance, and the assessment reports will include an attendance rating. If a student's attendance falls below 85%, it will affect their final grade and, in turn, their reward.

Penalties/Allowances

As mentioned in the Enrolment Policy and Procedure 2023/2024, all students will need to achieve an attendance of **85% OR MORE** to continue at the workshop in the next academic year. The workshop will be monitoring all attendance on a termly basis.

Should students not attend the Workshop days on a regular basis, the Workshop will contact the parents and advise of their child's place being withdrawn with immediate effect (unless Workshop becomes aware of any extenuating circumstances which the Workshop should take into consideration).

Parents will then need to re-enrol their child for future academic years and will not be guaranteed a space within the Workshop as their child's enrolment application will be treated as a new enrolment and previous attendance will be taken into consideration. Ultimately this may result in the child not being able to enroll in future years.

Any fees paid for the academic year in which a student's space is withdrawn will be non-refundable.