

Student Attendance

Iqra School provides a broad range of curriculum options and opportunities and encourages students to participate fully in school life. Students are expected to attend school when required, and to be on time for classes. This policy applies for off-site activities as well, such as vocational courses, and EOTC activities.

We monitor the daily attendance of students to:

- Ensure their safety both in getting to school, and in accounting for them in an emergency
- Identify students with achievement, engagement, or other issues
- Meet our legal responsibilities.

Parents and guardians also have legal obligations to ensure their children attend school. The school expects parents to:

- Notify the school if their child is going to be absent by phone, text, email, or through Skool Loop by 9 am
- Try to arrange appointments etc. outside school hours or in holidays
- Work with the school to manage any attendance issues.

Absences are usually unjustified unless the student is too sick to attend school, or has suffered a bereavement. Sometimes a student might be out of class but should still be marked present, such as when attending a medical appointment. For a full list of absence codes, see [Attendance Matters](#) . Holidays should only be taken during school holidays.

Unacceptable levels of absence

Attendance is monitored through our student management system (SMS).

Unacceptable levels of absence are followed up with the student, and usually, their parent/guardian.

If the school cannot satisfactorily deal with a student's irregular attendance, the case will be referred to the [Attendance Service](#) .

Leaving school during the day

Students may not leave the school during school hours except by special arrangement – for example, a parent request (verbal or written) for the student to attend a medical appointment. The student must sign out at the office.

If a student becomes ill at school, follow the [procedure for sending sick students home](#).

All teachers must comply with the school's standard schedule. Students should be supervised until they are formally released.