A: PUNCTUALITY, ABSENTEEISM AND UNIFORM				
LATE COMING		1st time	2nd time	3rd time
-1 point	Tardiness is lack of discipline that will affect discipline marks.	Verbal warning and name noted.	Verbal warning and name noted.	Communication with parents.

Reporting Late for Madrasah:

HMBS: **Venue: KSIJ Tabligh Building, Habib Bank, Zanaki St.** **Mondays & Wednesdays: 6:30 PM – 8:15 PM** **AFTER RAMADHAN: 6:15 - 8:00 PM** **Saturdays: 3:00 PM – 6:00 PM**	**HMGS:** **Dar al-Qur'an: (Girls & Boys) Classes 1 - 6** **Monday & Wednesday Time: 4:15 - 5:15 PM** **VENUE:** **Girls - Ladies Imambargah** **Boys - Tabligh Building** **MCE: (Girls only)** **Class 7 - 12 Tuesday, Time 4:30 - 5:30 PM Venue: Tabligh Building** **Saturday Madrasah** **Almuntazir Islamic Seminary, United Na[ons Road** **For Girls Class 1-12 and Boys Class 1-6** **Saturdays: 8:15 AM – 1:00 PM** • Students MUST be collected as soon as possible and latest by 1:00 pm. **SIGN OUT**: Students of Classes 1 & 2 must be signed out by an adult with an authority card

Parents are responsible to notify the Madrasah in case of any absence. Failure to do so, the Madrasah may be calling you to inquire about your child's absence.

ABSENTEEISM		1st time	2nd time	3rd time
-2 points	Not bringing in absence note/e-mail communication from parents **within one week** of absenteeism	Phone call to parents.	Phone call to parents.	Meeting called with parents.
UNIFORM		1st time	2nd time	3rd time
-2 points	No appropriate uniform as defined in the uniform section	Verbal warning and name noted.	Verbal warning and name noted.	Communication with parents/sent home.
- 1 points	No cap on Monday or Wednesday	Verbal warning and name noted.	Verbal warning and name noted.	Verbal warning and name noted.