

THE AMANAH INSTITUTE OF ABAS

Attendance Guidelines and Agreement

Attendance punctuality and missed work requirements

Final | Version 1.0 | Effective September 16, 2026

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Purpose and Scope

Consistent attendance supports learning, accountability and fair assessment. These guidelines apply to every scheduled Institute class unless a written school-specific or accommodation plan states otherwise.

Definitions

Term	Meaning
Absence	The student misses all or a substantial part of a scheduled class.
Late arrival	The student joins after the scheduled start time.
Early departure	The student leaves before the scheduled end time.
Approved absence	An absence the Institute accepts under the applicable standard. Approval does not automatically remove missed work.
Doctor's excuse	Written medical documentation accepted by the Institute for attendance review.
Scheduled class	A class session shown on the student's current Institute schedule.

Notification Requirements

- Use the Attendance Line or another approved channel as early as possible.
- Provide the student name, date, school, status and a brief accurate reason.
- In an emergency, report as soon as reasonably possible.
- A student may not misrepresent attendance or ask another person to appear on the student's behalf.

Five-Absence Standard

Five missed class days during a school term without a doctor's excuse require the student to repeat that school. Repetition is an attendance and academic outcome. It is not automatic dismissal from the Institute.

Absence	Institute Response	Student Responsibility
1	Attendance record and reminder of missed work requirements.	Notify the Institute and complete missed work.
2	Written attendance notice and support check.	Identify barriers and follow the written direction.
3	Attendance improvement plan or conference.	Complete agreed steps and maintain communication.
4	Final attendance warning and barrier review.	Address requirements before another absence.
5	Repeat the school when all five missed days lack a doctor's excuse.	Receive the written status and reentry instructions.

Late Arrival and Early Departure

Late arrival and early departure are recorded and may affect participation, missed work and satisfactory progress. Repeated or substantial partial attendance may be reviewed as an attendance pattern. The Institute will state in writing when a pattern is being treated as the equivalent of an absence for a specific decision.

Missed Work

- The normal deadline for ordinary missed work is before the next scheduled class.
- Students must review available resources and contact the instructor through an approved channel.
- Homework and ordinary makeup work are submitted to ABASHomework@gmail.com or the current approved channel.
- Missed protected assessments may require a scheduled and supervised makeup session.
- An extension must be requested when an approved illness, emergency or documented barrier prevents timely completion.

Support and Fair Application

The Institute will consider approved accommodations, documented emergencies and access barriers through the applicable process. Attendance action must not be used as retaliation. A student may use the grievance procedure to request review of an attendance decision.

Agreement and Acknowledgment

By signing, I acknowledge the notification requirements, five-absence standard, missed work deadline and possible attendance outcomes. I understand that I may request appropriate support or review.

Steward Name _____

Student ID _____

Steward Signature _____

Date _____

Parent or Guardian Name, if applicable _____

Parent or Guardian Signature, if applicable _____

Date _____

Institute Representative _____

Date _____

Document Control

Field	Record
Exact Document Title	Attendance Guidelines and Agreement
Status	Final
Owner	The Amanah Institute of ABAS, Founder
Approval Date	September 16, 2026
Effective Date	September 16, 2026
Version	1.0
Change Summary	Established the final attendance definitions, five-absence progression, missed work requirements and student acknowledgment.
Next Review Date	September 16, 2027