

Madressa Mahmoodia

Leave Policy



- 1.0 Any student requiring an extended leave of 3 days or more will be required to complete an 'Extended Leave Request' form **BEFORE** making any booking arrangements. Once completed and submitted, the request will either be granted or rejected based on the student's welfare at Madressa. Under no circumstances should any student or parent/guardian make arrangements prior to the acceptance of the form.
- 1.1 The 'Extended Leave Request' form must be handed in at least 2 weeks prior to the 1st day of requested leave. If the form is handed in within the 2-week guideline and leave is taken without the Madressa 'Extended Leave Council Team' being able to process the application, the leave will be regarded as unauthorised and the student's place at Madressa Mahmoodia will be placed on hold until a meeting is arranged with the 'Extended Leave Council Team'.
- 1.2 **Any unauthorised leave taken during an examination period will result in the termination of the student's place at Madressa Mahmoodia.***
- 1.3 Any absences or leave taken for a period of 3 days or more without successfully completing an 'Extended Leave Request' form or in unforeseen circumstances failure to notify the Madressa Management will result in a termination of the student's place at Madressa Mahmoodia.**
- 1.4 In case of unforeseen circumstances or emergency travel, contact with the Madressa Management must be made prior to travelling.

2.0 EXTENDED LEAVE UNAUTHORISED ABSENCES

The following procedure will be applied to a student whose leave of 3 days or more is regarded as unauthorised.

- 2.1 The first unauthorised absence will incur a formal warning.
- 2.2 The second unauthorised absence within a 3 academic year period will result in the student's place in Madressa to be placed on hold until an appropriate decision is made
- 2.3 The third unauthorised absence within a 3 academic year period will result in the student's place at Madressa Mahmoodia being terminated. *

3.0 POST TERMINATION

- 3.1 If a student's place at Madressa Mahmoodia is terminated, an appeal can be made in writing. If the appeal is successful, the termination will be revoked and the student will be allowed to continue under the old application which maybe on a conditional basis.
- 3.2 A new application may be submitted. If the new application is accepted it will be on a conditional basis and the necessary admission fee will be required.