

## **Madrasah Exam Policy**

1. Attendance for each exam subject is compulsory for all students and no absence can be authorised for any purpose. School trips or trips abroad will not be considered as an authorised absence.
2. Absence from any exam subject will result in a penalty charge of £20 per subject per pupil.
3. Exam dates or times cannot be changed or adapted to suit individuals.
4. In extreme circumstances where a child is too ill to attend, parents must get in touch with the Madrasah BEFORE the exams. Reporting after the exams will be considered an unauthorised absence.
5. Exam Penalty charges must be paid before the commencement of the new term.