

## Student Application Form

### Student Details

Child's Name:	Date of Birth:	Age:	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Parent's Name:	Phone Number :	Email:	
Address:		Post Code:	
Nationality:	Ethnicity:	Names of Siblings Already Enrolled:	

### Emergency Contacts Details

Name of Emergency Contact:	Relationship to Child:
Mobile Phone	Mobile Phone
Address:	

### Medical Information

Doctor's Name:	Telephone:
Allergies/Special Health Considerations:	

### Previous Islamic Education

Previous Institute/Masjid Attended:	
Reasons for Leaving:	
Subjects Studied:	Any Learning Difficulties [SEN, MLD, SPLD etc]:

### Current Studies

Has the Child completed Qaaidah? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the Child know any Duas? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Child completed 30 <sup>th</sup> Juzuz? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the Child know Salāh? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Child completed 5 Juzuz? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the Child know any Tajwid? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Child completed Qur'ān? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the Child know any Fiqh? Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Child memorised any portion of the Qur'ān? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how much?	

### For Office Use Only

Admission Number: .....

Print Name: .....

Date: .....

## General Rules and Regulations

1. **The Student Fee for each child is £98 Per Term ( Calculated at £7 per Week)**
2. **The Fee for each student is paid towards the reservation of the student's place.**
3. **Hence all absences are still required to be paid for in order to reserve their place**
4. The minimum age of acceptance is 5 years old beginning in the September following the student's fifth birthday (Year 1)
5. The Principal will determine the level of a student after being assessed upon admission.
6. **All students and Parents must conform to all the rules and regulations, and no exceptions shall be made for anyone regardless.**
7. All students must conform to Institute guidelines, as advised by their teachers, in relation to dress and appearance (White Hat & White Thobe/Salwar Kameez for Boys) Navy Blue Scarf & Black Abaya/Jubba for Girls.
8. All absences must be explained by a text message prior to Institute start time on that day.
9. To insult the Senior Leadership Team, Teachers or Voluntary Staff of the Institute will be judged as inexcusable and any student found guilty of such behaviour will be liable for exclusion.
10. The Institute reserves the right to terminate any student's admission when it deems necessary. Anyone whose admission is terminated has no legal remedy against the Institute.
11. Students must not bring unnecessary items into the Institute. Any such items will be confiscated. The Institute shall not accept responsibility for any damage to and / or loss of any student's property.
12. Student(s) and/or their Parents/Guardians shall be liable for the cost of any damage to the Institutes property.
13. All reservations must be submitted on the time/day specified.
14. All students must be punctual and regular in their attendance.
15. Absence by a student of one month or more without notification may automatically terminate the child's place from the Institute.
16. Students are not allowed late/early except in exceptional circumstances, supported by confirmation by the Parent/Guardian.
17. Any student who leaves the Institute without notice or without a valid reason will only be put back on the waiting list at the discretion of the Institute.
18. Any student whose continued presence at the Institute is deemed to be harmful shall be excluded from the Institute. In any such case, the decision of the Institute shall be final.
19. All students shall be responsible for having the necessary equipment/material for Institute and maintaining their own pens, pencils, books, Qur'an etc.
20. Parents/Guardians shall be expected to ensure that any homework given to students is completed and submitted upon the requested time.
21. All Student Fee will be given in advance (minimum of 4 weeks) Each Term, unless agreed otherwise.
22. Administrative decisions such as class allocations, setting of timings, holidays and the syllabus etc. shall be made at the sole discretion of the Senior Leadership Team.
23. The Institute shall not be responsible for transport arrangements to/from the Institute, nor for any incident occurring outside Institute premises on any such journey.
24. The Institute reserves the rights to amend existing rules or introduce new rules at any time.
25. In event of any dispute/disagreement the decision of the Institute shall be binding and final.

**By Signing Below You The Parent/Guardian And Your Child/ren Hereby Agree To And Accept All The Rules And Regulations Mentioned Above,**

Print Name: .....

Sign: .....

Date: .....

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Admission Accepted: Yes:    No:                      Sibling Priority: Yes    No

Waiting List: Yes:    No:                      Predicted Time of Acceptance: