

Madina Institute Oxford

Pupil Application Form



MADINA INSTITUTE OXFORD
 2 STANLEY ROAD
 OXFORD, OX4 1QZ
 E: MADINA.INSTITUTE@MAIL.COM
 M: 07482 012398

Pupil Details

Pupil's Name:		Date of Birth:	Age:	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Address:			Post code:	
Father's Name:	Mobile Number:	Email:		
Mother's Name:	Mobile Number:	Email:		
Father's Occupation:		Mother's Occupation:		
Nationality:	Ethnicity:			
Names of child/ren currently at MIO:				

Emergency Contacts Details

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

Medical & Cognitive Information

Doctor's Name:	Telephone:
Allergies/Special Health Considerations (Asthma/Nut Allergies etc):	
Any Special Educational Needs [SEN] (Autism, ADHD, MLD, SPLD etc):	

Previous Islamic Education

Previous Madrasah/Masjid studied:
Reasons for leaving:
Subjects studied:

Current Studies [Tick relevant box]

Has the child completed Qāidah?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	How many <i>Duas</i> memorised:	None: <input type="checkbox"/> 1-5: <input type="checkbox"/> 5+: <input type="checkbox"/>
Has the child completed 30 th Juz?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	How much <i>Salāh</i> memorised:	None: <input type="checkbox"/> Half: <input type="checkbox"/> Complete: <input type="checkbox"/>
Has the child completed Qur'ān?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Has the child learnt <i>Tajwīd</i> :	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has the child memorised any Qur'ān?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Has the child learnt any <i>Fiqh</i> :	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

FOR OFFICE USE ONLY

Topic	Poor/Average/Good	Comments
Reading/Hifz		
Tajwīd		
Salāh		
Duās		
Fiqh		

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Rules & Regulations



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Fees and Payments

1. Madrasah fee for each child is £110 per term. [3 terms per year]
2. All fees must be paid before the deadline for each term unless agreed otherwise.
3. Fees paid before the deadline date will be eligible for £10 discount.
4. The fee is paid towards the reservation of a pupil's place, and hence all absences must still be paid for to reserve the place.
5. A £10 soil charge will be applied for any child who soils themselves while at the Institute. This must be paid before the child returns to class.

Admissions and Assessments

6. The minimum age of acceptance is 5 years old, beginning in the September following the pupil's fifth birthday (Year 1).
7. Only the Principal will determine the level of a pupil and class allocation after being assessed upon admission.

Attendance and Absence

8. All pupils must be punctual and regular in their attendance. [5.00pm – 7.00pm, Mon-Friday]
9. Absences must be notified and explained by a text message prior to the Institute start time on that day.
10. Absence by a pupil of 3 weeks or more without notification may automatically terminate the pupil's place at the Institute.
11. Any pupil who leaves the Institute without notice or a valid reason will be put back on the waiting list at the discretion of the Institute.

Dress Code and Conduct

12. All pupils must conform to Institute guidelines regarding dress and appearance:
 - o Boys: White Hat & White *Thobe/Sabwar Kameez*
 - o Girls: Navy Blue Scarf & Black *Abaya/Jubba*
13. Pupils must not bring unnecessary items into the Institute. Any such items will be confiscated, and the Institute shall not accept responsibility for any damage to or loss of any pupil's property.
14. All pupils and parents must conform to all the rules and regulations, with no exceptions.
15. Insulting the Senior Leadership Team, teachers, or voluntary staff will be judged as inexcusable, leading to termination of the pupil's application.

Pupil Responsibilities

16. Pupils are responsible for having the necessary equipment/material for their learning and maintaining their own pens, pencils, books, Qur'an, etc.
17. Pupils and/or their parents/guardians shall be liable for the cost of any damage to the Institute's property.

Disciplinary Actions

18. The Institute reserves the right to end any pupil's admission when deemed necessary. Anyone whose admission is terminated has no legal remedy against the Institute.
19. Any pupil whose continued presence at the Institute is deemed to be harmful shall have their admission terminated. The decision of the Institute shall be final.

Administrative Decisions

20. Administrative decisions such as Qur'an completion dates, class allocations, setting of timings, holidays, and the syllabus shall be made at the sole discretion of the Senior Leadership Team.
21. 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.
22. The Institute reserves the right to amend existing rules or introduce new rules at any time.
23. In the event of any dispute or 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.

SIGN:
PRINT NAME:
DATE:

PLEASE ATTACH THE FOLLOWING DOCUMENTS

- Birth Certificate
- Latest School Report
- EHCP/SEND Report [if Applicable]

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Admission Accepted: Yes: No: Sibling Priority: Yes: No:
Waiting List: Yes: No: Predicted Time of Admission: