

## Madrasah Admission Policy

### **Pre-Acceptance:**

1. Children including and between Year 1 (school age) and year 9 (school age) will be eligible to apply. Only under exceptional circumstances will children above year 9 be considered.
2. The child will only be offered a place if there is an available space in the class suitable for the child (according to the child's age for Islamic Studies and according to the child's ability for Qur'an)
3. Upon availability of space you will receive a phone call/letter from the Madrasah to arrange a pre-entry test (with an administration charge of £20 per test) to ensure that your child's level of education is in accordance to the class. Your child will be tested to determine what level they would be in according to Madrasah Qur'an Curriculum. (Please see the Madrasah's current Qur'an Curriculum for details). There will also be an interview with the child and parents. Parents are required to bring the latest report from school.
4. If there are more applicants for a limited number of spaces, preference will be given in accordance to the following list:
  - Siblings within the Madrasah
  - Catchment area
  - Date application was made
  - The age of the child (older child will be given preference)
  - Waiting List Order
  - Interview
  - Behaviour documented on school report
5. Madrasah's academic year will consist of 40 teaching weeks (400 hours of learning) with 12 weeks holidays.
6. Excluding our opening intake of children, applications must be made before the 15th of November.
7. Late applications may be considered but at the discretion of the Madrasah Management.
8. The decision to accept/reject children's applications lies solely with the Management of Madrasah. There is no right of appeal. However, will we try to explain our decision.
9. A decision on an application will be made as soon as possible, a space on the waiting list and may not be added again on any of the Madrasah's waiting lists.
10. Please ensure that you inform us of any changes to the details written on the application form. We will need up to date details to be able to contact you.
11. Please ensure you inform us of not wanting to pursue a place at Madrasah anymore should this be the case.

## Accepted Applications

1. Opening Times- Madrasah's times will be 5:00pm to 7:30pm Monday to Thursday. Doors are open from 4.50pm.

2. Dropping off and Picking up - It will be the responsibility of parents to ensure that their children arrive, and are picked up, on time. Regular late pickup of children will result in a late fee being charged.

Parents must park their cars in a sensible manner, while at the Madrasah. Madrasah Staff/Management reserves the right to ask parents to remove their vehicles if they are parked inconsiderably.

3. Fridays off – Fridays will be given as a holiday for children from learning, however events such as Parent's Evenings, etc may still take place on this day

4. Uniform must be clean and worn at all times –

Boys - A plain Jubba and optional hat.

Girls - A black PLAIN Jubba and a black PLAIN scarf.

Note: Boys must not have "short back and sides" haircut. This is against Islamic values. Hair should be cut to the same length.

Note: Girls must not have a 'camel's hump' or any make up.

Girls and Boys must not dress in a way that is traditionally/Islamically seen as that of the opposite gender.

The Madrasah reserves the right to send home any child who is not suitably dressed.

5. Parents' Dress – Parents/guardians should also be dressed in accordance to Islamic values when dropping off and picking up their children.

6. Valuables - Children must not to bring expensive items or large sums of money to Madrasah. Cameras, CDs, DVDs, games, videos, knives of any form, tip-pex, chewing gum, gift items or any other material not relevant to a child's education at Madrasah must never be brought to Madrasah under any circumstances. Please note that any such items found in Madrasah will be confiscated.

Mobile phones should not be brought to the Madrasah; in exceptional circumstances parents must inform admin that their child is carrying a phone. Students carrying a phone must switch it off during Madrasah learning hours of 5:00pm – 7.30pm.

7. Behaviour and the Learning Environment - All children must be well behaved at all times. Parents will be informed, by phone in extreme cases, when their child misbehaves. Persistent bad behaviour or serious incidences may result in a child being excluded from the Madrasah.

Please refer to the Madrasah Disciplinary Policy for more details.

The Madrasah will operate a no smacking policy as this sort of reprimand is contrary to Islamic teachings as well as British values.

8. Fees: Madrasah fees for Qur'an and Islamic Studies programme are: £420 for the year for 400 hours of learning (£1.05 per hour), payable as a one off sum of £420 at the start of the year, as a two-part sum of £210 payable on 1st September and 1st February, or as a £42 fee every 1st of the month for 10 months starting from 1st of September.

The fees for Pure Hifdh are as follows: Level 1 - £40 every 1st of the month, Level 2 - £50 every 1st of the month and Level 3 - £60 every 1st of the month

All fees must be paid in full via bank transfer or standing order on the dates specified.

Fees are non-refundable regardless of how many days a child takes off.

If fees are not paid in time, this will result in your child(ren) losing their place. All outstanding fees owing to the Madrasah must be paid regardless of your child(ren) no longer attending Madrasah.

9. Booking Holidays- It will be our policy not to allow absences for holidays during Madrasah term time. Please book your holidays around the Madrasah's Academic Calendar in order to keep your child's place at Madrasah secure.

10. Attendance - All children must have at least 80% attendance. Any child who does not achieve this attendance level will have their position at the Madrasah reviewed. Parents must attend the review meeting. Failure to attend may result in the suspension of the child from Madrasah.

11. Homework - Parents will be expected to help their child with any homework given by the class teacher. Parents will be jointly responsible with the child for completion of homework within the required deadline. The Madrasah Student Diary containing homework should be signed off by the parents once the homework is complete.

12. Access onto the Madrasah Premises - Unauthorised entrance to the Madrasah will not be allowed. Parents who want to see a class teacher can do so via a request with the Madrasah Administration and/or with a request with the child's teacher either before or after Madrasah hours but never in learning time (5 – 7.30pm). Under no circumstances are parents allowed to enter the Madrasah in an attempt to talk with any teacher or in an attempt to resolve matters without the permission of the Madrasah Management.

13. Leaving Madrasah during the Year through Withdrawal or Expulsion: Parents must give 28 days' notice when withdrawing their child from Madrasah. In the case of calculating the fees owed to Madrasah in the event a withdrawal or expulsion occurs, they will be calculated from when the Madrasah is notified of the child not attending Madrasah and not from the time the child actually stops coming to Madrasah. On withdrawal of the child, the parents/guardians will be required to fill in a 'Withdrawal from Madrasah' form.

14. Amendments - Madrasah reserves the right to amend this policy at any time. Parents will be advised of any amendments which will also be updated on the website.

15. Declaration - Parents/Guardians agree to all of the above as well as accept and abide by Madrasah's Rules, Regulations and Policies by making an application to Madrasah.

Please ensure that your details are up to date. If any details change, please inform us immediately so that we are able to contact you.

Note: In the interest of your child's Islamic education, please DO NOT sit back if they are not accepted at Madrasah. You must provide alternative teaching arrangements for your child. Your child's Islamic education is your responsibility and waiting for a place to become available for too long is not an option. Your child will lose out and fall behind if you do not facilitate alternative arrangements.