



## STUDENT APPLICATION FORM

**All** sections must be completed before returning **with** a photocopy of the birth certificate.

### STUDENT DETAILS

Applicant's Name: .....

Parent's / Guardian's Name: .....

Home Address: .....

..... Postcode: .....

Email: .....

Home Tel: ..... Work Tel: ..... Mobile Tel: .....

Male:  ..... Female:  ..... Date of Birth: ..... Age: .....

Does the applicant have any relatives studying at this madrasa? Yes  No

If yes, please state the name(s) and relationship to applicant: .....

.....

### EMERGENCY CONTACT DETAILS

Name: ..... Relationship: .....

Address: .....

.....

Home Tel: ..... Work Tel: ..... Mobile Tel: .....

### SCHOOL DETAILS

School Attending: .....

### PREVIOUS ISLAMIC EDUCATION DETAILS

Last Madrasah / Masjid Attended: .....

Reason for leaving: .....

Subjects studied and level reached: .....

Qaidah / Holy Qur'an (Nazira / Hifz): ..... Urdu: .....

Other Subjects Studied: .....

### DETAILS OF ANY RELEVANT INFORMATION

(Personal circumstances, illnesses, allergies, learning difficulties.etc.)

### DOCTOR'S DETAILS

Doctor's Name: ..... Tel: .....

# RULES AND REGULATIONS

1. The minimum age for admission is 5 years old.
2. A copy of the birth certificate is also required for administration purposes.
3. All students and parents shall be expected to conform to all rules and regulations, and no exceptions shall be made for anyone.
4. All students shall be expected to conform to Islamic guidelines, as advised by their teachers, in relation to dress and appearance.
5. All absences must be explained by a note signed by the parent / guardian.
6. To show any form of disrespect to the trustees, teachers or staff of this institute will be judged as inexcusable and any student found guilty of such behaviour will be liable for dismissal.
7. 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.
8. Students must not bring unnecessary items into the Institute, and must look after their belongings whilst on the premises. The Institute shall not accept responsibility for any damage to and / or loss of any student belongings.
9. Student(s) and/or their parents / guardians shall be liable for the cost of any damage to the Institute property.
10. The fee for each student is paid towards reserving the child's space and not for teaching or attendance.
11. All fees must be paid on time.
12. All students must be punctual and regular in their attendance in class.
13. Students are expected to attend and arrive on time to Institute and are not allowed to arrive late or leave early except in exceptional circumstances, supported by confirmation by the parent/ guardian.
14. 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.
15. Absence by a student of **3 weeks** or more without notification may automatically terminate the child's place from the Institute.
16. Any student whose continued presence at the Institute is deemed to be harmful, to the Institute and/or other students, shall be excluded from the Institute and in any such case the decision of the Institute shall be final
17. All students shall be responsible for having the necessary equipment/material and maintaining their own pens, pencils, Qaidas, Siparas etc.
18. Parents/guardians shall be expected to ensure that any homework/tasks given to students is/are completed and submitted upon the requested time.
19. All students shall be assessed upon admission and at regular periods during their education, and shall be graded and allocated classes according to their ability and requirements.
20. Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc. shall be made at the sole discretion of the Institute.
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 rights to amend existing rules or introduce new rules at any time.
23. In the event of any dispute/disagreement the decision of the Institute shall be binding and final.

## Declaration

I Parent/ Guardian have read, understood and accepted the rules and regulations of the Institute and **also** provided a photocopy of the applicant's birth certificate.

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR OFFICE USE ONLY

Application received on: \_\_\_/ \_\_\_/ \_\_\_ Date of Admission: \_\_\_/ \_\_\_/ \_\_\_

Admission No: \_\_\_\_\_ Class Admitted: \_\_\_\_\_

Sign: Principal / Secretary: \_\_\_\_\_