

# Salaam Madrasah Application Form

## Parent/Guardian 1 Details:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Relationship to the Child: \_\_\_\_\_ Signature: \_\_\_\_\_

## Parent/Guardian 2 Details:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Relationship to the Child: \_\_\_\_\_ Signature: \_\_\_\_\_

## Child 1:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Date of Birth: \_\_/\_\_/\_\_\_\_ (DD/MM/YEAR)  
Notes/Special Needs/Medical Conditions/Allergies/Etc:

\_\_\_\_\_

## Child 2:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Date of Birth: \_\_/\_\_/\_\_\_\_ (DD/MM/YEAR)  
Notes/Special Needs/Medical Conditions/Allergies/Etc:

\_\_\_\_\_

## Child 3:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Date of Birth: \_\_/\_\_/\_\_\_\_ (DD/MM/YEAR)  
Notes/Special Needs/Medical Conditions/Allergies/Etc:

\_\_\_\_\_

## Child 4:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Date of Birth: \_\_/\_\_/\_\_\_\_ (DD/MM/YEAR)  
Notes/Special Needs/Medical Conditions/Allergies/Etc:

\_\_\_\_\_

## **FOR OFFICE USE ONLY**

Admission Fees Paid(Y/N): £ \_\_\_\_\_

Initials of Approver: \_\_\_\_\_

Approval Date: \_\_/\_\_/\_\_\_\_

Start Date: \_\_/\_\_/\_\_\_\_

Level: \_\_\_\_\_

Notes: \_\_\_\_\_

# Salaam Madrasah Application Form

*NOTE: Please fill in and return ONLY the 1<sup>st</sup> page to Madrasah with the registration fee if applicable. KEEP admission conditions pages for your reference.*

## Admission Conditions

### 1. Admission Fee:

- a. Admission fee of £50 per child is payable for all new students at the time of enrolment. There will be an accumulation of £20 admission fee for families with 2+ children ( i.e £50 each for the first two, thereafter £20 for any additional).Please note there is no discount in admission fee.

### 2. Madrasah monthly fee: £10 per Month payable in advance only.

- a. All fees are to be paid in advance. If this condition is not met, the concerned child/children may be/will be suspended from the Madrasah. A surcharge of £5.00 would be payable to allow the child to re-join the class again. If the fee remains outstanding for more than a month, the child/children will be excluded permanently. If you have any problem making payments as stated above, please come and discuss with our admin team.
- b. If you have financial hardship and you find it hard to make full fee payment, please contact us in writing in advance explaining your circumstances with evidence. We will review your application and if authorised, we may offer you some payment alternatives. Each application will be dealt with on a case-to-case basis by our admin team.
- c. Families going on holidays during the sessions (Madrasah learning term period) are expected to give us written information and are required to make full payment in advance. There will not be any reduction in fee for not attending the Madrasah during holidays. Families going on holiday without any prior information may lose their places in Madrasah. Any advance payment made, will be forfeited.
- d. Please note our admin team will not be able to take the fee outside the Madrasah times, you can make payment before or after Madrasah.
- e. All fees must be submitted irrespective of any holidays which are taken during the year (Normally the Madrasah will be closed the last two weeks of every Ramadhan, Summer Schools Break/ July and August). Please always ensure that your fee is logged and that you have a receipt issued by the Madrasah's administrator.

### 3. Re-Admission Fee

- a. Please note if your child has been excluded for any reason (non-payment of fee/bad behaviour/discipline/long absence/regular lateness etc.), and he/she has been offered the place again, a re-admission fee must be paid.

# Salaam Madrasah Application Form

## 4. Waiting List

- a. Admission will only be offered annually (September to September). If all places are full, we may offer you to be included in our waiting list. Please note having your child's name in the waiting list is *not a guarantee* that your child will definitely get a place in the Madrasah.
- b. When new registration opens, those who will be in the waiting list will be considered first for a place in the Madrasah and Admission Fee would be payable to secure a place and be enrolled.

## 5, Age requirement:

1). Minimum age requirement for the students attending Madrassa is 5 years (Children must be able to go to the toilet and clean themselves independently, before any place can be allocated). (2). Dress Code: Students' appearance is required to strictly adhere and uphold the Islamic rules and regulations (Boys- Kamis/Thobe/Jubba and Hat). Girls: (Jilbab/Abaya and white Scarf).

Inadequate dress (*including: patterns in eyebrow, Haircuts; Mohicans, V-cut blade, lines, etc.*) will result in parents being called in and asked to take their child/children home. (3). Madrassa Times: Madrassa runs the following sessions:

Every Saturday from 10:00am – 14:00 and two days of week-days: Actual Days and Time TBC.

4. Students arriving 10 minutes late will NOT be allowed to attend their class, unless the admin is informed in advance.
5. In the event of students being absent from Madrasah or requesting permission for leave, parents are requested to provide a letter to support the reason for absence.
6. In the event of frequent lateness or absences, parents will be requested to meet with the Head Teacher; continuous absence without prior notice may lead to exclusion or dismissal.
7. Students are required to display a high level of obedience, good conduct and good behaviour at all times. Any misconduct, bad behaviour may lead to permanent exclusion.
8. Disobedient and disruptive students will be dealt with according to Madrasah Discipline Policy and disciplinary notification will be served to the parents.
9. In the event of the Madrassa receiving repeated complaints about troublesome students, the Madrasah will have no alternative but to expel the student from the Madrasah.
10. In the event of any damages made to property of the Madrasah, etc. The concerned parents/ guardian will be called in, to compensate for damages/ losses, etc.
11. If you wish to discuss any of these matters, please request the admin to arrange a meeting with the Madrasah's committee at a convenient time. During class time, no meeting will be allowed.

# Salaam Madrasah Application Form

12. Please do not bring your child too early to the Madrasah as we will take no responsibility for children arriving more than 15 minutes before the Madrassa starts.
13. We will take no responsibility 15 minutes after the class has finished; repeated negligence of being late to receive your child/children would lead to exclusion of children/child from Madrasah.
14. From time to time, parents will receive letters pertaining to their children's progress in the Madrasah. These will be sent home with your children. Some of these letters will require the parents to sign and return to their teacher as acknowledgement of receipt.
15. Students should bring their own Quran/ Qaida, exercise book, pencil, bag and any other material related to their studies.
16. Please note only drinking will be allowed during the class, hence children must have their breakfast before coming to Madrasah.
17. All Students must be collected from the Madrasah premises, Students will not be allowed to leave early for any reason without the presence of their parents.
18. All new students shall be tested and graded according to their present ability. Although previous education shall be considered, it shall be at the discretion of the Head Teacher.
19. If the child is absent for 5 consecutive days without prior notice or the parent has not called in during Madrasah time then the child will automatically be excluded from the Madrasah and all deposits or fees will be forfeited.
20. Parents & Guardians should attend the Madrasah when called by the Madrasah's Education Committee.
21. Parents & Guardians should attend all Madrasah's meetings, failure to do so without notifying the Madrasah in advance will lead their children to be suspended or dismissed.

## **BEHAVIOUR AND MADRASAH EXPECTATION**

1. Strict Rules will Apply- Zero tolerance.
2. No students will be allowed to disrupt the learning of others.
3. All offences below are at the discretion of the teacher. In most cases the teacher will request the child to stop whatever he/she is doing, then if the child continues they will be asked to stand up and on the third time he/she will be sent to the head.
4. If stage 1 is breached twice in a month automatic referral to stage 2.
5. If stage 2 is breached 2 times in 2 months automatic referral to stage 3.

# Salaam Madrasah Application Form

	Example of Offence	Consequence
Stage 1	<ul style="list-style-type: none"> <li>• Incorrect uniform</li> <li>• Forgot equipment</li> <li>• Constantly talking over the teacher</li> <li>• Not adhering to seating plan</li> <li>• Constantly disturbing others</li> <li>• Constant talking during class</li> <li>• Using mobile phones</li> <li>• No homework</li> </ul>	<p><b>CONSEQUENCES</b></p> <ol style="list-style-type: none"> <li>1. Detention: Will be isolated from his peers for the rest of the day.</li> <li>2. Head teacher Informed and has a word with him/her.</li> </ol>
Stage 2	<ul style="list-style-type: none"> <li>• Lying</li> <li>• Constant attitude issues</li> <li>• Hair cut issues</li> <li>• Absent for more than 5 times in a month and without a note</li> <li>• Late more than 4 times in a month</li> <li>• Not showing interest in learning</li> </ul>	<p><b>CONSEQUENCES</b></p> <ol style="list-style-type: none"> <li>1) 1 week suspension, and:</li> <li>2). The Head Teacher Informed has a word with the student.</li> <li>3) Meeting with parents</li> </ol>
Stage 3	<ul style="list-style-type: none"> <li>• Abusive language</li> <li>• Bullying</li> <li>• Physical damage</li> <li>• Physical/verbal aggression to peers &amp; teachers</li> <li>• Parents approaching teachers in aggressive or unacceptable manner</li> </ul>	<p><b>CONSEQUENCES</b></p> <ol style="list-style-type: none"> <li>1) Student Suspension</li> <li>2). Head Teacher Informed</li> <li>2. Meeting with parents /Dismissal</li> </ol>