

Madrasah Use Only	
Date application received: / /	Application fully completed and signed: Yes ☐ No ☐
Copy of birth certificate enclosed: Yes ☐ No ☐	Proof of address provided: Yes ☐ No ☐
Child is in full time education: Yes ☐ No ☐	Admission fees paid: Yes ☐ No ☐
Admitted to Class: Start Date: / /	Added to Database: Fee ☐ Student ☐ Added by: Date: / /
Only complete if student has previously attended a madrasah	
Previous madrasah report provided: Yes ☐ No ☐	Student Reference: Email / Letter ☐ Telephone ☐ Verified by:

APPLICATION FORM

Please complete the form in **BLOCK CAPITALS** using **BLACK INK**. Please provide original copies of applicant's birth certificate and parent / guardian's proof of address.

Note: Incomplete application forms will be rejected.

Student Details	
Forenames:	Middle Name:
Surname:	Male / Female:
Address: City / Town:	
Postcode:	Home Telephone:
Date of Birth:	Age:
Name of Applicant's School:	
Full Time ☐ Date of enrolment	
Part Time ☐ When is the applicant expected to start full time?	

Primary Parent / Guardian Details	
First Name:	Surname:
Address (if Different):	
City / Town:	Postcode:
Mobile Tel Number:	Home Telephone:
Email Address:	
Relationship to Applicant:	

Secondary Parent / Guardian Details	
First Name:	Surname:
Address (if Different):	
City / Town:	Postcode:
Mobile Tel Number:	Home Telephone:
Email Address:	
Relationship to Applicant:	

Emergency Contact Details	
First Name:	Surname:
Address (if Different):	
City / Town:	Postcode:
Mobile Tel Number:	Home Telephone:
Email Address:	
Relationship to Applicant:	

Medical Information	
Name of Dr:	
Doctor's Address:	
	Postcode:
Doctor's Telephone Number:	
Does the applicant suffer from any serious long term illnesses? e.g. Epilepsy, Asthma Yes ☐ No ☐ (if yes please give details)	
Does the applicant suffer from any allergies? Yes ☐ No ☐ (if yes please give details)	
Does the applicant have any special (educational and other) needs? Yes ☐ No ☐ (if so please give details)	

Previous Madrasah Education	
Is your child currently attending or has he/she attended a Madrasah: Yes ☐ No ☐	
If YES please answer the questions below and provide as much detail as possible	
Name and Address of Madrasah Attended:	
Period of Attendance:	
Qur'aan: What is the child's current stage of Qur'aan learning i.e. Qaidah or Juz / Para's completed or memorised	

Declaration	
I declare that the information I have provided on this form is true and accurate to the best of my knowledge. I have read and understood the regulations of Madrasah Imam Bukhari. I confirm that I accept and agree to abide by all of them. I understand that failure to abide by these rules and regulations by me and/or my child can result in their dismissal from the Madrasah.	
Signature of Parent / Guardian:	Date: / /

Please ensure you provide a copy of the applicant's birth certificate and proof of address. Applications cannot be processed until all details are complete and necessary documents provided.

Madrasah Tuition Fee Agreement

Please note the following information below and kindly inform the Madrasah which route of payment you prefer:

Name of Child:	Date Of Birth
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Additional Administration Fee:

This is a fee of £20.00 which is paid for, at the beginning of each child's enrolment to Madrasah.

Payment of Annual Madrasah Fees:

The total yearly school fees required is £352.00 per annum per student.

I (full name of parent/guardian)..... resident of
(Full address).....

Undertake total commitment to pay the entire fees for the academic year 2018/2019 for my child.

I would like to pay the annual fees of £352.00 in the following manner. (Please tick one)

A. Annual in advance

One payment of £352.00. This must be paid by the 1st of September in the new term.

☐ I would like to pay the fees in one amount as mentioned above

B. Termly payments by standing order:

Three termly payments through standing order. First 2 payments of £120.00, first payment to be made by 5th September and second payment to be made on 7th December. Last payment of £112.00 to be made on 22nd March.

☐ I would like to pay monthly by standing order as explained above

C. Monthly payments by standing order:

11 payments of £32.00 per child. This must be paid on the 5th of every month starting from 5th of September. Last payment will be in July.

☐ I would like to pay the fees monthly by standing order as explained above.

Please note the Madrasah bank details:

Name of account: Madrasah Imam Bukhari
Name of bank: Al Rayan Bank
Account no: 01189001
Sort Code: 30 00 83

Terms and conditions:

The following terms and conditions must be accepted for the admission of your child into this academic year: (please tick)

☐ I understand and agree to pay the entire year fee of £352.00 by one of the three outlined options above

☐ I understand and agree to pay the "Additional Administration Fee" fee of £20.00 when my child is enrolled to Madrasah.

☐ I am aware that any fees that is outstanding and unpaid continuously for than two months, will result in my child unable to partake in any lesson in Madrasah until the appropriate fees have been paid.

Sign	Print Name	Date:
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Madrasah Rules

Absences and Lateness

The madrasah has strict rules covering absence from Madrasah. Whenever your child is absent you should let us know the reason for this at the earliest opportunity, preferably in a letter. Children are encouraged to attend madrasah regularly. Attendance certificates and prizes are awarded at the end of the Madrasah year to those with full attendance. Your child's Class Teacher will mark the register at the start of madrasah. The register will be "closed" 20 minutes after the session has started.

IMPORTANT FRIENDLY WARNING: We have a policy for absence or holiday requests in term time. You must make a written request if you wish to take your child out of Madrasah in term time before you book a holiday or flights. The Madrasah will only grant a maximum of TEN DAYS authorised holiday in Madrasah time in any one academic year. However, this is not an automatic right and it will depend on the time of the holiday and your child's previous attendance.

Madrasah Dress code

The Madrasah Dress Code is as follows:

Boys : Jabba and topi

Girls: Abaya and head scarf

We strongly advise that children are sent to Madrasah with appropriate footwear and outerwear especially in the winter months.

Madrasah Discipline

We expect children to have good manners, to show self-discipline and to be considerate of others. We believe that children learn best if they are in a safe and well-disciplined school. To help this we have a behaviour policy. This contains simple rules for the children to follow.

Our rules are:

- Pay attention and follow instructions
- Keep hands and feet to yourself
- No bullying, teasing or racist comments
- Look after our Madrasah
- Be kind and helpful to each other

The policy uses praise, rewards and sanctions to encourage good behaviour. Copies of our rules are displayed around the madrasah.

Extreme cases of disobedience or misbehaviour could result in suspension or expulsion. Parents and carers may be asked to discuss such cases with the Principal in order that both parents and the Madrasah can work together for an improvement in behaviour.

Please note: We do not condone any form of physical chastisement. Any allegations made against a teacher will be reported to the appropriate authority immediately.

Suspected Child Abuse

Every madrasah in Leicester is required by law to follow a set procedure in cases of suspected child abuse. Teachers are required to refer any concerns to the Designated Lead and the Principal is required by law to refer such concerns to the Local Authority or Police for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. When a madrasah refers a concern about a pupil, it is not accusing the parent or carer of abuse, but requesting that further investigation

The Madrasah's Designated Safeguarding Lead is Mohammed Patel, in his absence you can discuss any concerns with Abdul Halim, Zakir Patel, Mehrunnisa Adadavi and Saleha Patel