

APPLICATION FORM



OFFICE USE ONLY APPLICATION RECEIVED ON	
APPLICATION ID	STUDENT ID

APPLICANT DETAILS

All fields are mandatory
Incomplete applications will not be accepted

Applicant Name: _____

Date of Birth: _____ Gender: Male Female

Address: _____

City: _____ Postcode: _____

Landline: _____ Parent Mobile: _____

Current School / College: _____

Previous Islamic Studies: _____

Qur'aanic Reading Level: Qaidah Qur'aan: Juz: _____ Qur'aan Completed

PARENT DETAILS

Mother's Name: _____ Tel: _____ Mob: _____

Father's Name: _____ Tel: _____ Mob: _____

Email: _____

PERSON TO BE CONTACTED IF PARENT CANNOT BE REACHED

Priority	Name	Relation	Telephone/Mobile
1			
2			

APPLICANT MEDICAL INFORMATION

Surgery Name / Address: _____

Surgery Postcode: _____ Tel: _____

Medical Conditions / Allergies: _____

Medication: _____

OTHER INFORMATION

Learning Difficulties: Yes No _____

Disabilities: Yes No _____

S.E.N Registered: Yes No _____

Additional Needs: Yes No _____

Social Care Involvement: Yes No _____

Languages Spoken: _____

Transport Method: Walking Car Bus Taxi Other: _____

SESSION REQUIRED

Session 1 (4:15 - 5:55 pm) Session 2 (6:15 - 7:55 pm) No Preference

SIBLINGS

Does applicant have brother(s) or sister(s) attending the Academy? Yes No

Sibling Name	Session	Class / Teacher

RULES AND REGULATIONS

1. The minimum age of admission is 5 years
2. All students and parents shall be expected to conform to all rules and regulations
3. All students shall be expected to conform to Academy guidelines, as advised by their teachers, in relation to dress and appearance
4. All absences must be explained by a note signed by the parent / guardian
5. To show any form of disrespect to the management, teachers or staff of the Academy will be judged as inexcusable and any student found guilty of such behaviour will be liable for dismissal
6. The Academy reserves the right to terminate any student's admission if it deems this to be appropriate, students whose admission is terminated will have no legal remedy against the Academy
7. Students must not bring unnecessary items into the Academy, and must look after their belongings whilst on the premises, the Academy shall not accept responsibility for any damage to and / or loss of any student belongings
8. Student(s) and / or their parents / guardians shall be liable for the cost of any damage to Academy property
9. All fees must be paid on time at the beginning of each term
10. The fee for each student is paid towards reserving his / her place and not for teaching or attendance, any student who loses his / her place without a valid reason will not be eligible for a refund
11. All students must be punctual and regular in their attendance
12. Students are expected to attend and arrive on time to the Academy and are not allowed to arrive too early or late, only in exceptional circumstances students may be allowed to leave early, supported by confirmation from the parent / guardian and with prior agreement of the Academy
13. Parents are responsible to collect their children on time or make alternative arrangements, prior notice must be given during office times if unable to collect on time (Office times 4:30pm – 7:30pm)
14. Absence by a student for 10 days or more without notification may automatically terminate his / her place at the Academy
15. Any student who leaves the Academy without notice or without a valid reason will only be put back on the waiting list, at the discretion of the Academy
16. Any student whose continued presence at the Academy is deemed to be harmful to the Academy, staff or students shall be excluded from the Academy and in any such case the decision of the Academy shall be final
17. All students shall be responsible for having the necessary equipment / materials and maintaining their own pens, pencils, Qaidahs, Siparas etc
18. Parents / guardians shall be expected to ensure that any homework / tasks given to students 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 needs
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 Academy
21. The Academy shall not be responsible for transport arrangements to / from the Academy, and will not be liable for any incident occurring outside Academy premises on any such journey
22. The Academy reserves the right to amend existing rules or introduce new rules at any time
23. In the event of any dispute / disagreement, the decision of the Academy shall be binding and final

Please note a non-refundable admission fee of £35.00 is payable on admission to cover administrative costs

All details are confidential and will be kept on the Academy Database

ADDITIONAL INFORMATION

PARENT DECLARATION

I declare that all the above information is accurate to the best of my knowledge, and I will adhere to all the Academy's rules and regulations

Parent's Name:* _____

Signed:* _____

Date: _____

OFFICE USE ONLY

Recorded On Database: Yes No

Name: _____

Date: _____

Admission Date: _____

Teacher: _____

Session: _____

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Registered Charity No: 1070392