

Time of Madrassa Hours:

6:15 pm - 7:45 pm

Form/Fees
No

Admission Form

Student First Name(s): _____ Surname: _____

Age (As at **1st September 2019**): _____ Childs D.O.B: _____ / _____ / _____

Parent/ Guardian Full Name: _____

Madrassah attended Previously: _____ Reason for leaving: _____

Sibling(s) applied for: _____

Current School Attending: _____ Year Group: _____

Address: _____

Post Code: _____ Mobile No.: _____

Home No.: _____ Email Address: _____

Emergency Contact Name & No _____

Family Doctor: _____ Contact No.: _____

Address: _____ Post Code: _____

Medical Information/Allergies/Additional Needs

Declaration: I have read and understood all the rules and regulations in the Admissions Policy and will follow them fully and will make my child also follow them.

Parent/Guardians Signature: _____ Date: _____

Admission Policy that have been Enrolled

The mission of Madrassa Faizan-e-Raza is not to only teach your children the Qur'an and make them hafiz but to also give them the important moral teachings to become a good Muslim and to keep them away from ill beliefs and from an un-Islamic environment. It is our responsibility to teach them in a safe and clean environment and to teach them using the latest technology. For this it is important for parents and children to follow the Rules & Regulations made by the Management of Madrassa Faizan-e-Raza. These rules must be followed and acted upon on by students and parents / Guardians.

Rules & Regulations for Parents & Children - Accepted Applications

1. Madrasa times is one session:
6:15pm to 7:45pm Monday to Friday.
2. It will be the responsibility of parents to ensure that their child(ren) arrive, and are picked up, on time. Late arrivals may not be allowed to enter.
 - Doors will be closed 5 mins after session start time i.e. 6.20pm. After these times if no prior arrangement of late arrival is informed to the office then the child may be refused entry.
 - Early arrival students will have to wait outside and it will be the responsibility of the parents to supervise their own child at all times.
 - It is the parent's responsibility to drop their child to the main entrance door of the Madrassa and not just to leave them outside the main entrance - specially with younger children. Please note it is not the caretaker/stewards duty to bring your child(ren) to the door.
 - It is essential that parents pickup their child at the correct time, and late pickups will not be tolerated.
 - **Very Important:** Parents must only park for a limited period when dropping off/ collecting their children away from the madrassa entrance and car park adjacent to the masjid. We must all ensure that we do not unnecessarily cause an inconvenience to our neighbours or obstruct passing traffic.
3. Uniforms: Boys: White Kurta-Pajama Suit/ Jubbah (No jeans/track Suit bottoms), brown & white Chaadar and a Green Imamah on a Topi.
Girls: Simple Shalwar kameez with a black Jubba and for Girls aged 10+ with a full Burqah.
4. It is the parental responsibility to make sure the uniform is properly washed and clean at all times. Also the physical appearance should be good with nails cut and hair neatly kept.
Boys Hairstyle: The hair should be level. No inappropriate hairstyles such as short back & side, lines or other trends are permitted.
5. Students will not wear any form of facial make up or jewellery (no piercing or ear studs are allowed for boys).
6. The Madrassa reserves the right to send home any child who is not suitably dressed. If your child comes to the Madrassa without the approved uniform their name will be logged in the Class Incident Book, and be subject to our Madrassa disciplinary procedure.
7. Mobile phones, iPods etc will be not be allowed.
8. The Madrassa will provide a safe learning environment and operate in accordance with the Child Protection Policy of the Madrassa.
9. All children must be well behaved at all times. Parents will be informed, by telephone in extreme cases, when their child misbehaves or a detention may be issued. In the worst cases (swearing, physical abuse, stealing etc), children may be excluded from the Madrassa. Repetition of lesser bad behaviours may also result in exclusion from the Madrassa (students found misbehaving will be disciplined according to the Madrassa Disciplinary Procedure).
10. The parents or guardians MUST attend the Madrassa when called by the Madrassa Management or the Nazim.
11. The management of the Madrassa will make the final decision on all exclusion.
12. It will be our policy not to allow absences during Madrassa term. All children must have at least 90% attendance. Any child who does not achieve this attendance level will have their position at the Madrassa reviewed. Parent will be required to attend a review meeting. Failure to attend may result in the exclusion of the child.
13. If the child takes more than 2 days of the Madrassa without the appropriate notification their name can be struck off the register permanently.
14. If your child needs to take 5 or more days of, you will have to complete a Holiday Form explaining the reason. Failure could result in your child's name being excluded from the register.

15. Parents will be expected to facilitate their child with their studies and any homework given by the teacher and also encourage them to act upon the sunnats they learn at the Madrassa.
16. Unauthorised entrance to the Madrassa will not be allowed. Parents who want to see a class teacher can do so via the office staff making an appointment with the teacher or by the management of the Madrassa. A written/telephone request must be received in advance before a meeting can be arranged.
17. Complaints must be presented in a polite and professional manner; written complaint must be presented to the Nazim 5 days prior to the requested meeting date. This also applies with presenting a complaint to the management board – place your complaint in a sealed envelope for the attention of the Management – within 5 days you will get a reply.
18. All parents and students MUST respect the students and teachers at all times. Verbal/physical abuse to any member of staff/management may result in your child(ren) being excluded from the Madrassa permanently. Any damage done by the students to any Madrassa or student property must be paid by the Parents / Guardians.
19. Any student who fails their exams will not progress to the next level.
20. Students will have to pass the Madani Qaidah Test before they can move to the next level. Those who have read the Qur'an will be tested for their Tajweed and then put in to a Nazra class or Hifz class.
21. Students will need to bring with them their books, pens, Qur'an, Madani Qaidah and other learning material to the Madrassa according to their timetable. If they do not bring these they will not be allowed to sit in the class.
22. Students must take their Qur'an and other books home after every class. If left in the Madrassa they will be taken away and have to be bought again.
23. The Monthly Fees per student is: **Member of Masjid-E-Raza £20 per calendar month**
24. All parents/guardians that have a child/children enrolled in the madrassa must set up a STANDING ORDER with their relevant bank so fees will be paid automatically to the madrassa. If you have 1 or more children attending the madrassa, please ensure you set up a SEPARATE standing order for EACH child with your bank account, as each child will be given their own reference number and we will be using that to match payment against your child. Payment must be made on the 3rd DATE of each month (e.g. 3rd October, 3rd November etc)
25. For the safety of the children and staff a CCTV system will operate in the Madrassa premises. By signing the application, parents agree to their images and that of their child(ren) to be recorded. (This also includes recordings of special assemblies, award ceremonies, events which may be used for social media platforms etc).
26. Any incidents not covered by the above, will be subject to a Management Board decision.
27. This policy can be amended at any time by the Madrassa Management.
28. By signing the Application Form you are accepting to abide by all the above & other related policies of the Madrassa i.e. Child Protection, Health & Safety, Child Discipline & Incentive Policies etc.

MADRASSA BEHAVIOUR/DENTENTION POLICY

We have mentioned on several occasions, the aim of the madrassa is to set a standard which will benefit your child in this world as well as the hereafter and fulfill a parent's right to an Islamic education for his/her child that is of the highest possible standard. To enable the Madrassa staff to achieve our aim of providing a first-rate Islamic education and environment, we need to remain proactive in encouraging children to develop a responsible attitude towards their own behavior and learning.

The following is a reminder of the key points we address daily as part of the Madrassa's Policy for Behavior/Discipline around areas such as frequent lateness, class prayers not completed or recited incorrectly on a regular basis, misbehavior and any form of disobedience during the commencement of madrassa classes or within the grounds of the Masjid.

If any of the above points are displayed by your child during the commencement of madrassa classes, he will stay behind for 30 minutes on that same day in accordance to the Madrassa Detention Policy.

FINAL WARNING BEHAVIOUR/DENTENTION POLICY

The following below is a notice around a '**Final Warning**' notice we address as part of the Madrassa's Policy for Behaviour/Discipline of all students.

If a student displays any type of misbehavior or form of disobedience which is deemed unacceptable to the Madrassa standard (as decided by the Madrassa Teachers), then he will be provided with a 'Final Warning' notification letter on a Friday for parents urgent attention, which will advise that within the next Madrassa week, he will have 5 Madrassa days to display an improvement in his behavior or he will be subjected to permanent expulsion from the Madrassa (following the end of the 5th Day).