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## EVENING MADRASAH APPLICATION FORM

PLEASE FILL IN ALL BOXES BELOW IN BLOCK CAPITAL LETTERS

### TYPE OF ADMISSION

<input type="checkbox"/> QAIDAH/AMMA CLASS	<input type="checkbox"/> NAZRAH/PREP-HIFZ CLASS	<input type="checkbox"/> HIFZ-E-QUR'AN CLASS
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### DETAILS OF SON

SURNAME:	ADDRESS:
FIRST NAME:	TOWN/CITY:
DATE OF BIRTH:	POST CODE:

### DETAILS OF PARENTS/GUARDIANS

DETAILS FOR APPLICANTS FATHER	DETAILS FOR APPLICANTS MOTHER
SURNAME:	SURNAME:
FIRST NAME:	FIRST NAME:
MOBILE NUMBER:	MOBILE NUMBER:
E-MAIL:	E-MAIL:

### EMERGENCY CONTACT [DIFFERENT TO BOTH ABOVE]

SURNAME:	ADDRESS:
FIRST NAME:	TOWN/CITY:
RELATION TO CHILD:	POST CODE:
EMERGENCY CONTACT NUMBER - (NEXT OF KIN):	

## PREVIOUS MADRASAH LEARNING HISTORY

NAME OF LAST MADRASAH ATTENDED:		
DATE LEFT MADRASAH:		
IF DOING HIFZ, HOW MANY PARAS HAVE BEEN COMPLETED?		
HAS ANY SORT OF TAJWEED BEEN LEARNT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, PLEASE GIVE A DESCRIPTION OF WHAT YOUR SON HAS STUDIED OF TAJWEED:		

## HEALTH DETAILS OF APPLICANT

GP'S NAME:		
ADDRESS:		
POSTCODE:	TELEPHONE:	
DOES APPLICANT HAVE ANY MEDICAL CONDITION(S) OR DISABILITY(S)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, PLEASE GIVE A DETAILED DESCRIPTION OF ANY MEDICAL CONDITION(S) DISABILITY(S):		
IS THIS A SHORT-TERM OR LONG-TERM ILLNESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL ANY MEDICATION NEEDED TO BE TAKEN?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## FEES

MADRASAH FEES ARE PAID TERMLY. BELOW IS THE BREAKDOWN.

HIFZ & PRE-HIFZ	<b>ONE OFF £50 ADMISSIONS FEE</b>	TERM 1 = £165	TERM 2 = £165	TERM 3 = £165
MONDAY - FRIDAY (05:00PM - 07:30PM)				
QAIDAH & AMMA	<b>ONE OFF £50 ADMISSIONS FEE</b>	TERM 1 = £115	TERM 2 = £115	TERM 3 = £115
MONDAY - FRIDAY (05:00PM - 06:30PM)				

## STUDENT DECLARATION

I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS APPLICATION FORM IS THE TRUTH TO THE BEST OF MY KNOWLEDGE. I ACCEPT AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE INSTITUTION, AL-HUDA ACADEMY.

SIGNATURE OF PARENT/GUARDIAN:

SIGNATURE OF APPLICANT:

DATE:

# MADRASAH STUDENTS' RULES & REGULATIONS

## **ROLE OF THE APPLICANTS' PARENTS:**

A child's religious and moral development is highly dependent on the environment that he or she is in, and on the observation of things happening around him or her. The first and foremost place for implementation and practice of whatever a child learns at Madrasah is at home.

If a child finds himself or herself in an environment where the moral principles of Islam are being violated or the child is discouraged from practicing on what he or she has learnt, then the child will become confused, and in many cases will disregard or view this as inferior, the beliefs and tenants of Islam.

In this way, without realising the consequences, we become the greatest obstacle and hinderance in the path of the religious and spiritual success of our children.

Each and every parent is humbly requested to consider and to observe the '**Code of Conduct**' of the Madrasah, giving them the due consideration and value, they deserve, so that we are seen to be the protectors of faith by our children, and not its adversaries.

We hope and pray that you will recognise the importance of this issue and work with us to create a prosperous and religious future for our children.

**WE AIM TO 'REVIVE THE YOUTHS' DEEN, AND TO ENGENDER A GREATER UNDERSTANDING OF ISLAM'.**

## **RESPONSIBILITY OF AL-HUDA ACADEMY:**

1. To treat each individual child as our own child.
2. To provide the best religious, spiritual, and moral education to each child.

These objectives can only be fully accomplished if there is mutual understanding of responsibilities and co-operation between teachers, parents, and children alike.

## **MADRASAH RULES & REGULATIONS:**

### **1. PUNCTUALITY OF TIME/EARLY LEAVE & VACATION**

- All students must achieve a 100% attendance.
- All students are required to start Madrasah on time.
- Students will be expected to respect the times of the Madrasah, arriving 5 minutes prior to commencement of class, and leaving only at the designated time. Being late or absent is not acceptable except where permission is sought by telephone or letter, if possible, prior to the incident.
- Early leave for any other reason besides illness will not be acceptable to attain attendance. A student wishing to leave Madrasah before the designated time has expired must bring a letter from parent/guardian stating the reason and must be collected from the Madrasah by parent/guardian, or else leave will not be granted.
- Parents wishing to take student on holiday must book their holiday during the vacations. If, due to unavoidable circumstances, the student requires authorized leave, permission must be taken at least two weeks in advance. A student wishing an extended leave of absence from Madrasah will be given a maximum of 2 weeks only unless the principal decides otherwise.

### **2. MADRASAH UNIFORM**

- All students must comply with the following dress code.
- Jubba/Kurta should be of sufficient length below the knees and above the ankles.
  - The lower garment (trousers/Izaar) should finish above the ankles and not be folded up.
  - Jeans, track suit and jogging bottoms should not be worn.
- **Mobile phones and other items that cause distractions in class are strictly not allowed and will be confiscated.**
- Hair must be groomed in equal length. Haircuts such as short-back and sides, wedges etc. are not permitted.

### **3. SAFETY CODE**

- Students must never leave the Madrasah without permission.
- Students are expected to behave in an orderly manner.
- In the event of a fire, students must observe the fire regulations as advised by the class teacher or any responsible fire staff.

#### 4. MISCELLANEOUS

- The parents must make sure that the student has prepared their lesson prior to coming to Madrasah.
- Parents will be asked to bear any costs of the child causing any malicious damage to any property of the Madrasah.
- In case of a complaint or any other matter, please consult the Head Teacher either verbally or by writing to the address shown on the front of this form.
- Bullying of any form will not be tolerated. Culprits will be reprimanded, suspended, or even expelled depending on the severity of the bullying incident.
- Every child whilst in Madrasah is in the care of the Madrasah, hence necessary steps maybe taken to fulfil the institutions objectives.
- The madrasah retains the right to dismiss any student and they will have no legal remedy against the Madrasah.

I, \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_, have read and understood the above rules and regulations and will ensure that my child will follow all the rules and regulations.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

AL-HUDA ACADEMY IS COMMITTED TO FULFILLING ALL ITS OBLIGATION UNDER THE DATA PROTECTION ACT 1998 AND INDIVIDUALS ARE ASSURED THAT IT WILL TREAT THEIR PERSONAL DATA WITH ALL DUE CARE. THE INFORMATION YOU SUPPLY WILL BE USED FOR THE PURPOSE INTENDED FOR. AL-HUDA ACADEMY WILL, AS FAR AS PRACTICABLE, ENSURE THAT ALL INDIVIDUALS WHOSE DETAILS WE HOLD ARE AWARE OF THE WAY IN WHICH THAT INFORMATION IS HELD, USED, AND DISCLOSED AND WHETHER THE RECIPIENTS ARE INTERNAL OR EXTERNAL TO THE ACADEMY. FURTHERMORE THE 'PROCESSING' WITHIN THE ACADEMY WILL BE FAIR AND LAWFUL AND THE INFORMATION HELD SECURELY.

WE DECLARE THAT TO THE BEST OF OUR KNOWLEDGE THE INFORMATION PROVIDED IN THIS APPLICATION (ALL SECTIONS) IS ACCURATE AND TRUTHFUL. WE ACCEPT AND AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS OF AL-HUDA ACADEMY. WE ALSO CONSENT TO THE INFORMATION SUPPLIED BY US BEING HELD ON FILE UNDER THE TERMS OF THE DATA PROTECTION ACT 1998.

**THIS FORM AND ALL SENT DOCUMENTS BECOME THE PROPERTY  
OF AL-HUDA ACADEMY AND WILL NOT BE RETURNED**