

# **Madrasah Admission Policy**

## **Pre-Acceptance**

- Children must be enrolled by a parent or legal guardian.
- Admission is subject to availability in the appropriate class:
  - Islamic Studies: Based on age.
  - Qur'an: Based on ability.
- If a place is available, the Madrasah will contact you to arrange a pre-entry test/assessment to ensure your child is placed in the correct level.
- In cases of oversubscription, preference will be given in the following order:
  1. Siblings already enrolled in the Madrasah.
  2. Date the application was submitted.
  3. Position on the waiting list.
  4. Interview.
- A decision will be made as soon as possible. Applicants may be placed on a waiting list.
- The final decision to accept or reject any application rests solely with the Madrasah Management.
- Late applications may be considered at the discretion of the Management.

## **Accepted Applications**

Opening Hours:

Madrasah operates Monday to Thursday, 5:00 PM - 7:00 PM, following the school academic year.

Holidays:

Madrasah will be closed during Ramadan, on Islamic festivals, and throughout August.

Parents should plan holidays during Madrasah breaks to avoid disrupting education.

## **Fees & Payment**

- Fees must be paid by standing order either monthly or every 3 months in advance.

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- Fee structure:
  - 1 child: £30/month
  - 2 children: £55/month
  - 3 children: £80/month
  - 4 children: £105/month
- Always include your reference number (provided by the Madrasah) when making payments.

### **Dress Code**

- All students must wear Islamically appropriate uniform:
  - Girls: Plain abaya.
  - Boys: Islamic thawb.

### **Drop-off / Pick-up**

- Parents are responsible for ensuring punctual drop-off and pick-up.
- Regular late pickups will incur a late fee.
- Please park responsibly. Inconsiderate parking may result in being asked to move your vehicle.

### **Code of Conduct**

- Respectful and appropriate behavior is essential for learning.
- Parents must support and reinforce good behavior at home.
- The following are strictly prohibited:
  - Abusive language
  - Swearing
  - Fighting
- Disciplinary steps for misconduct:
  1. Verbal warning

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2. Written warning

3. Suspension

- Serious misconduct may result in immediate suspension or expulsion.

## **Attendance**

- Children must attend regularly and punctually (5:00 PM - 7:00 PM).

- A minimum of 87.5% attendance is required.

- Attendance below this may result in a review of the child's place at the Madrasah.

- Electronic devices (e.g., mobile phones, gadgets) are strictly prohibited. These will be confiscated if brought in.

## **Withdrawal / Expulsion**

- Parents must give 28 days' notice to withdraw their child.

- Fees will be calculated from the date of notification, not the last day of attendance.

## **Homework**

- Parents are expected to support their child with homework.

- Both parents and students share responsibility for completing assignments on time.

## **Complaints Procedure**

- The Madrasah values constructive feedback and aims to resolve concerns effectively.

- Step 1: Discuss your concern with the Head of the Madrasah.

- Step 2: If unresolved, you may raise the issue with the Masjid Committee's appointed representative, Isse Abdi.