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Head of Education: Usthaad Muhammad Nazam Hussain

Student number

ADMISSION FORM

On submitting an application form I must pay £5.00, an administration cost per application or my application will not be processed.

PART A

Child's Full Name:

Date of Birth: Gender:.....

Ethnic Origin:

Name of Parent or Guardian.....

Address.....

..... Post Code.....

Home Tel: Mobile No:

E-mail:



Education

Current School Attended:

Address:

..... Post code:

Telephone No: Fax No:

E-mail:

Doctors Details

Name of Doctor:

Address:

..... Post code:

Telephone No:

Any Medical Condition e.g. Disability / Allergies: Yes/No. If yes please state.....

.....(PTO)

Emergency Contact Details

Name:

Address:

Telephone No: /

Relationship to Child:

PART B PARENTS OR GUARDIANS DECLARATION

I have read and understood the Jamatia Islamic Centre Madrassa's (JIC) rules and regulations. I accept these rules and regulations (and any additional rules that may be enforced from time to time for the betterment of the Madrassa and students) and I agree to abide by these whilst my child is attending JIC Madrassa.

I confirm that I have duly read and understand the rules and regulations of Madrassa.

I confirm that I have duly read and understand fee policy.

On submitting an application form I must pay £5.00 administration cost.

Parents/Guardian Signature:..... Date:

For Madrassah use only

Application date received

Application fee received Y / N Name:.....

Enrolled on: Class:

Signature: Date:



Rules & Regulations 2012-2013

1. Minimum age requirement for the students attending Madrassa is 6 years. Children must be able to go toilet and clean themselves independently. Under 6 years old children will need to be tested before and place can be allocated.
2. **Dress Code:** Students are required to strictly adhere and uphold the Islamic rules and regulations pertaining to dress code. Students will not be allowed to attend their classes unless the dress code is fully followed.

2.1 GIRLS: Girls must wear an abaya a long black burkha (dress) which must cover their arms and a shalwar under the abaya.
(No Jeans, Track Suite bottoms or leggings)

2.2 BOYS: Boys must wear a white Jubbah/Thobe/Shalwar Kameez, White bottoms and a white topi (hat). Inadequate attire/ dress will result in the parent being called in and asked to take their child home.

(No Jeans or Track Suite bottoms)

2.3 Strictly No socks are allowed to be worn in the madrassa.

3. Madrassa Times: Madrassa runs in the following sessions:

Weekdays

Session	1 - Monday to Friday	4:30 pm	6:00 pm	(1.30 Hours)
Under 6	- Monday, Wednesday, Friday		4.30 pm – 5.30 pm	(1 Hour)
Session	2 - Monday to Friday		6:15 pm – 7:45 pm	(1.30 Hours)
Hifz Class Full-time	3 - Monday to Friday:		5:00 pm - 8:00 pm	(3 Hours)
Part-time	4 – Monday, Wednesday, Friday	(1.30 hours)	Tuesday, Thursday	(3 Hours)

4. Students arriving 10 minutes late will NOT be allowed to attend their class, unless admin is informed in advance.
5. In the event of students being absent from Madrassa or requesting permission for leave, parents are requested to provide a letter to support the reason for absence.
6. In the event of frequent lateness or absences, parents will be requested to meet with Head Teacher; continuous absence without prior notice may lead to permanent exclusion or dismissal.
7. Students are required to display a high level of obedience, good conduct and good behaviour at all times. Any misconduct, bad behaviour may lead to permanent exclusion.
8. Disobedient and disruptive students will be dealt with according to Madrassa Discipline Policy and disciplinary notification will be served to the parents.
9. In the event of the Madrassa receiving repeated complaints about troublesome students, Madrassa will have no alternative but to expel the student from the Madrassa.
10. In the event of any damages made to property of the Madrassa, etc. The concerned parent/ guardian will be called in, to compensate for damages/ losses, etc.
11. If you wish to discuss any matters with the teacher, please request the admin to arrange a meeting with the teacher at convenient time. During class time no meeting will be allowed.
12. Please do not bring your child too early to the Madrassa as we will take no responsibility for children arriving more than 15 minutes before the Madrassa starts.
13. We will take no responsibility 15 minutes after the class has finished; repeated negligence of being late to receive your child would lead to exclusion of child from Madrassa.
14. All new students will receive a bag, Qaida set or Quran (either a Qaida set or Quran will be issued not both. If you require both, additional payment must be made) also a Namaaz dua book and an exercise writing book.

Jamatia Islamic Centre- Disciplinary Measures for Students

Below disciplinary measures are to be implemented by Head Teacher or Teachers.

Strict Rules will Apply- Zero tolerance. No students will be allowed to disrupt the learning of others.

All offences below are at the discretion of the teacher. In most cases the teacher will request the child to stop whatever he/she is doing, then if the child continues they will be asked to stand up and on the third time he/she will be sent to the head.

	Example of Offence	Consequences
Stage 1	<ul style="list-style-type: none"> • Twice Late in one week • Incorrect Uniform • Forgot Equipment • Constantly talking over the teacher • Not adhering to seating plan • Constantly Disturbing others • Wearing Socks • Constant Talking During Class • Writing on benches • Using Mobile phones • No Homework 	<ol style="list-style-type: none"> 1. Detention 1 hour 2. Head teacher Informed <p style="text-align: center;"><u>Detention for 1st session:</u> 6.00pm – 7.00 pm</p> <p style="text-align: center;"><u>Detention for 2nd session:</u> 5.00pm – 6.00 pm</p> <p>At the teachers discretion a 15 minutes on the spot detention will be implemented at the end of Madrassa session.</p>
Report*	Teachers discretion	If your child continues to misbehave the teacher will place him/her on report for duration of 2 weeks.
Stage 2	<ul style="list-style-type: none"> • Lying • Constant attitude • Hair cut** • Absent for more than 5 times in a month and without a note • Late more than 7 times in Month • Not showing interest in learning 	<ol style="list-style-type: none"> 1. Suspension 1 week 2. Head Teacher Informed 3. Meeting with parents
Stage 3	<ul style="list-style-type: none"> • Abusive Language • Bullying • Physical Damage • Physical/Verbal Aggression to Peers & Teachers • Parents approaching teachers in bad Manner 	<ol style="list-style-type: none"> 1. Suspended 2. Head Teacher informed 3. Meeting with Parents for Exclusion of Student.

- **Eyebrow, patterns in hair, Mohicans, V-cut blade, short back and sides, lines.
- If stage 1 is breached twice in a month automatic referral to stage2.
- If stage 2 is breached 2 times in 3 months automatic referral to stage 3.
- Without prior notice the child does not attend detention he/she will be issued another detention, if they fail to turn up again stage 2 will be implemented.
- If a child does not return after being sup
- *REPORT – If child does not make any improvement in his/her behaviour after 2 weeks being on report Stage 2/3 will be implemented.

15. From time to time, parents will receive letters pertaining to their child in the Madrassa. These will be sent home with your children. Some of these letters will require the parents to sign and return to their teacher as acknowledgement of receipt.
16. Students should bring their own Quran/ Qaida, Namaaz & Dua book, exercise book, pencil, bag and any other material the Madrassa originally provided. Madrassa will not be responsible to provide them with equipment after he/she has been enrolled, please remember your child will miss their class if they attend without their equipment.
17. Please note eating or drinking is not allowed during the class; any child eating/drinking will be excluded for the day, regular eating/drinking may lead to permanent exclusion. Please check your child bag before he/she leaves the home for Madrassa.
18. No mobile phones or any other handheld electrical device, toys or any games are allowed in the Madrassa, should any child be found with these items, they will be confiscated. Parents will need to arrange a time with admin to collect the item.
19. Students will not be allowed to leave early for any reason i.e. in order to attend extracurricular clubs and activities. They need to attend the full 1.30 hours of the Madrassa unless prior arranged.
20. Absence for tuition will not be authorised as this service is provided by Woodlands Academy on Saturday for children from the age of 7-11. (It is at the discretion of the Head to allow time off).
21. No verbal or physical abuse will be tolerated from parents or students towards teachers, staff or other students. In the event of such an incident, the child concerned will be expelled immediately.
22. If you have any complaints, please put it forward in writing, we will not entertain any verbal complaints; any anonymous complaints will also not be entertained. If you have any suggestions to improve our Madrassa, please contact our admin team.
23. All new students shall be tested and graded according to their present ability. Although previous education shall be considered, it shall be at the discretion of the Head Teacher.
24. If the child is absent for 10 consecutive days without prior notice or the parent has not called in during Madrassa time then the child will automatically be excluded from the Madrassa and all deposits or fees will be forfeited.
25. The head teacher can exclude a child at his discretion without giving any notice or reason. (Parents can appeal against a judgement. Please state your case with reasons and a committee member will contact you within 14 madrassa days.)
26. Parents & Guardians should attend the Madrassa when called by the Head Teacher or Education Committee.

Fee Policy Weekdays Madrassa 2012-2013

(Admission fee, monthly fee and waiting list fee policy)

1. Monthly Fee:

1. All fees are to be paid between **1st** and **10th** of each month. If the fee is not paid within this period, the concerned child will be excluded from the Madrassa. A surcharge of £5.00 would be payable to allow the child to join the class again. If the fee remains outstanding for more than a month, the child will be excluded permanently. If you have any problem making payments please come and discuss with our admin team.
2. If you have financial hardship and you find it hard to make full fee payment, please contact us in writing explaining your circumstances with evidences. We will review your application and if authorized, we may offer you some reduction in your monthly fee. Each application will be dealt with on a case-to-case basis by our admin team.
3. Families going on holidays during the session are expected to give us written information and are required to make full payment in advance. There will not be any reduction in fee for not attending the Madrassa during holidays. Families going on holiday without any prior information will lose their places in Madrassa and your deposit will be forfeited.
4. Please note our admin team will not be able to entertain you to take the fee outside the Madrassa times, you can make payment during 4:30 pm to 8:00 pm, any day Monday to Friday.
5. All fees must be submitted irrespective of any Islamic holidays which are taken during the year.

6. Please always ensure that your fee record card is stamped every time a payment is made and subsequently is kept in a safe place, for future reference. In the event of any dispute we will ask you to provide us with a copy of receipt in this case. However, if no evidence is produced then full fee must be remitted forthwith.

2. Admission Fee:

Admission fee of £25 per child is payable for all new students at the time of enrolment. Please note there is no discount in admission fee.

3. Re-Admission Fee:

Please note if your child has been excluded for any reason (non-payment of fee / bad behaviour / discipline / long absence / regular lateness etc.) he/she has been offered the place again, the re-admission fee is to be paid to get the admission (£25.00).

4. Deposit

4.1 All new students must pay a deposit of £50 (per child) and will be returned once sufficient notice is given when the student decides to leave the Madrassa.

4.2 Parents are required to give two weeks' notice (10 Madrassa teaching days) in writing if they wish to transfer their child from the Madrassa. On receiving your request and the notice is carried out your deposit will be returned. Child must attend the Madrassa during the notice period or the deposit will not be refunded.

4.3 A monthly instalment plan has been put in place for parents finding it difficult to pay the deposit, please enquire with our admin.

5. Waiting List:

5.1 If all places are full, we may offer you to be included in to our waiting list. Please note having your child's name in the waiting list is not a guarantee that your child will definitely get the place in the Madrassa.

5.2 Please note we maintain a waiting list and charge £5 as administration cost per child for keeping on the waiting list, waiting list fee is non-refundable/non-adjustable.

5.3 This is additional service we provide to facilitate our community. As soon as any place becomes available, the child from the waiting list will be offered the place in the Madrassa and Admission Fee of £25.00 would be payable to secure the place and be enrolled.

Please see below the fee & discount structure for Session 2012-2013

Admission Fee:	£25.00 per child – Non-Refundable
Re-Admission Fee:	£25.00 per child – Non-Refundable
Waiting List Fee:	£5.00 per child – Non-Refundable
Deposit:	£50.00 per child – Refundable. (Please refer to rule 25 of our rules and regulations).
Hifz:	£35.00 per child – Full time £30.00 per child – Part time
Under 6:	£15.00 per child – Part time (No discount is applicable)

<u>No of Child</u>	<u>Fee / Month</u>	<u>Discount / Month</u>	<u>Discounted Fee / Month</u>
1	25.00	--	--
2	50.00	--	--
3	75.00	10.00	65.00
4	100.00	15.00	85.00
5	125.00	25.00	100.00
6 & more	150.00	40.00	110.00

PLEASE NOTE: ONLY BLOOD SIBLINGS WILL QUALIFY FOR DISCOUNT AND VERIFICATION MAY BE REQUIRED.

Declaration:

I have read and understood the Jamatia Islamic Centre Madrassa’s (JIC) rules and regulations. I accept these rules and regulations (and any additional rules that may be enforced from time to time for the betterment of the Madrassa and students) and agree to abide by these whilst my child is attending JIC Madrassa. Any major change to these rules and regulation would be communicated to all the parents / guardians prior to implementation. I have also read and understand the Madrasah Admission Fee, Monthly Fee & Waiting List Fee Polices. I accept these policies and agree to abide by these whilst my child is attending Jamatia Islamic Centre Madrasah. All changes to Rules and Regulations to be downloaded from www.jamatia-centre.org.

NUMBER OF CHILDREN ATTENDING:

Child Name 1 _____	Child Name 2 _____
Child Name 3 _____	Child Name 4 _____
Child Name 5 _____	Child Name 6 _____

Parent, Guardian:

Full Name: _____ Date: _____

Parents Signature: _____

For Madrassah Use Only:

Checked By:Signature:.....

Any Remarks / Notes: _____

Aadaab (etiquettes) of Madrassa Class room

A well-disciplined classroom is one in which the students know and understand the importance of the classroom rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will reach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

- Say Salam to your teacher and your class mates when enter the Madrassa.

﴿السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ﴾

"May the peace, mercy and the blessings of Allah be upon you."

1. It is incumbent on the student of the Qur'an to respect and honor their teacher.
 - Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "He is not of us who does not respect our elderly, is merciful to our youth and knows the rights of our those who teach us." (Tirmidhi)
2. Do not cause disturbances or talk to each other when your teacher is teaching respect each other.
3. Do not swear, abuse, insult or joke at each other.
4. All children must be on time prepared with Wudhu (Ablution) before arriving at Madrassa.
5. It is important for all children to dress properly at all times.
6. Raise your hand and wait for permission to speak.

After your lessons have ended:

1. Tidy up the class room and pick up any litter put in the bin.
2. Straighten up the tables and put away any books in the book shelves.
3. Say Salam to your teacher and class mates when leave the Madrassa.
4. All children should study their lessons at home for a minimum of 30 minutes daily.

Rewards

We have many ways of recognising good work, behaviour or effort. Pupils/students may gain merit cards, merit certificates and other awards. We also celebrate pupil/student success in whole Madrassa, as well as awarding special prizes at our annual prize giving ceremony.

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Parent's responsibility

It would be highly appreciated if parents take an active role in monitoring their child's read every day at least one section of the Qur'an in Arabic and other Islamic education at home for a minimum of 30 minutes daily.

The recitation of the Qur'an should have an affect on the student as they recite the words of their Creator. The student of the Qur'an is affected by knowing their Creator, increasing their Taqwa (Piety), increasing their memory function, and in saying the best of words in the most fluent way. This is, of course for those that perfect the articulation points and know the proper stops and starts.

- Hazrat Abdullah ibn Abbas (Radi ylaahu Ta'ala 'anhu) narrates Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "He who has nothing of the Holy Qur'an in his heart is like a ruined house." (Tirmidhi)

It is the duty of every Muslim man, woman and children read every day at least one section of the Qur'an in Arabic, then read the translation, with commentary. Do not worry about finishing the Holy Qur'an.

The excellence of the Tilaawat (Qur'anic recital)

- Sayyidina Hazrat Ayisha (Radi ylaahu Ta'ala 'anha) narrates Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "The one who recites the Qur'an and is well versed in it will be in the company of the angels who are all noble and righteous, and the one who recites and falters in it and has difficulty in reciting it, (yet he recites it), will receive a twofold reward." (Bukhari, Muslim)
- Hazrat Abi Umamah Baa-hilly (Radi ylaahu Ta'ala 'anhu) narrates Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "You all (shall) recite the Qur'an, for it will intercede for its reciters on the day of resurrection (Qiyaamat)." (Muslim)
- Hazrat Ali (Radi ylaahu Ta'ala 'anhu) narrates Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "Whoever reads the Qur'an and memorizes it and regards what it makes lawful as lawful and its unlawful as forbidden, will be admitted to Jannah (Paradise) by Allah. Allah will also accept his intercession in respect of ten of his family members on whom Jahannum (Hell) was binding." (Ahmad, Tirmidhi)
- Hazrat Abu Hurayrah (Radi ylaahu Ta'ala 'anhu) narrates Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "Concerning Allah's words: Surely the recital of the Qur'an at dawn is witnessed; the angels of the night and the angels of the day are present at it." (Transmitted by Tirmidhi)
- Prophet Muhammad (Sallallahu-Alayhi Wa-Sallam) said; "On the Day of Judgement, it will be said to the man devoted to the Qur'an, go on reciting the Qur'an and continue ascending the storeys of Paradise and recite in the slow manner you had been reciting in the worldly life. Your final abode will be where you reach at the time you recite the last Ayah (verse)." (Ahmad, Tirmidhi, Abu Dawud)
- Hazrat Abdullah ibn Mas'ud (Radi ylaahu Ta'ala 'anhu) narrates Rasulullah (Sallallahu-Alayhi Wa-Sallam) said; "Whoever recites a letter from the Qur'an, there is for him a one good deed and one good deed reward ten times, I do not say that (ل) is a letter, but Alif is a letter, Laam is a letter and Meem is a letter." (Tirmidhi)