



ADMISSIONS POLICY AND GUIDELINES

- These policy guidelines are for those wanting to enrol their child/ren at this madrasah.
- Please read the guidelines carefully before submitting an application form for a place for your child.
- The aim of these guidelines is to ensure you are aware of the requirements for attending this madrasah
- Keep these guidelines safe for your reference.

Introduction

Islam is our Deen (way of life). A Muslim's every action should be pleasing to his Creator and Master – Allah. For us to please him, it is essential we learn about all aspects of Islam, such as Imaan, Salaah, Hajj, Zakaat, Aqaid (beliefs) etc. For most of us, the starting point for this is the evening Madrasah. Thus, the importance and significance of this institution and those who teach in them must never be under estimated.

It is definitely a “new experience” and even a “challenge” for parents whose child is starting Madrasah for the very first time. Your child will learn various things in Madrasah, including how to recite the Quran, various Dua's and Surats, Fiqh, basic Seerah etc, however as parents and as a community if we want our children to be pious, respectful, obedient and true Muslims then we must also ensure that our lifestyle at home is compatible with the values, morals and principles of Islam.

Thus, simply sending a child to Madrasah does not discharge our duty as parents/guardians. It is essential we all see the “bigger picture” and we try our best to work towards this. May Allah give us the ability to carry this out as best as possible, Ameen.

1. Admission and Age

1. The child that is to be admitted must reach the age of 5 during the academic year of admittance. The child must also reach the statutory school age during the academic year. Actual dates and ages will be provided on the application form and those dates will be used to assess and determine all applications.

No child below this age will be considered.

Note: Parents/guardians are always very eager to enrol their child as soon as possible. However, we at times fail to realise that very young children are not ready for the “intensive learning” that takes place in the foundation stages of the Madrasah, in addition to this there are other equally important issues such as being able to visit the toilet independently, climbing stairs, putting on your shoes (again independently) etc.

In our experience, where a child starts aged 4 in the “Reception class”, and then moves on to the next class (Year 1), the child settles down quickly and usually does not struggle.

If your child does not meet the minimum age, we will automatically place the admission for the following year.

The Head Teacher has the responsibility for determining the admission arrangements for the madrasah and he may consult the Taleem Shura.

The Madrasah has an annual admissions limit. Once all places are full and the limit has been reached; admission will be refused.

Priority for admissions is given in the following order:

- a) A paying member of I.M.P.S. (Masjid E Zakaria), (if the application form is received after the deadline date then this will not be applicable).



- b) Siblings of current pupils (if the application form is received after the deadline date then this will not be applicable).
- c) Date order (first come first served). All applications received are date stamped and dealt with in date order. It is in your interest that you return this to us ASAP. We have limited spaces available.

2. Timescales

1. New pupils start with the commencement of the new academic year each year.
2. Admissions during mid-term affect and disrupt our classes, and it is very difficult to settle a child who joins mid-term in addition to issues such as “catching up”. Thus, admissions during mid-term are discouraged and are at the absolute discretion of the Head Teacher and only under special circumstances; otherwise in most cases we tend to ask you to wait till the new Madrasah year.
3. Applications must be submitted as soon as possible. Admissions must be made on the “application form” for both siblings and non-siblings. Verbal communication will not be sufficient. It is in your interest to ensure we receive your completed admission form by contacting us approximately a week after sending it.
4. To ensure we receive this form, please deliver it by hand during Madrasah hours.
5. **A copy of the birth certificate must accompany all such forms** (never send in the original).
6. All applications form for admissions must reach us before the deadline date, the date of which will be on the application form, as those received after this date will/may not be considered.
7. We aim to finalise all admissions before Ramadhan. We will inform you on whether your application has been successful. If for some reason, you do not hear from us, you need to contact the Head Teacher.
8. All admission queries must be submitted **in advance of the deadline**.
9. If your admission is not successful for a reason other than not being the relevant minimum age, we will write, email or telephone you.
10. Any special circumstances, requirements and special educational needs must be reported to the madrasah prior to admission; this includes expulsion from a previous establishment, behavioural problems, disabilities and any other such piece of information that would be of interest to Madrasah.
11. We do not admit pupils who have been expelled from another institution.

3. Madrasah Times and Attendance

1. Our Madrasah runs as follows:
 - Reception Monday to Friday 5.00pm – 6.30pm
 - Nazirah Monday to Friday 5.00pm – 7.15pm (7pm finish Friday)
 - Hifz Class Monday to Saturday:- Contact Madrasah for boys / girls timings
2. Attendance is compulsory; continued or regular absence would deem a breach of the madrasah rules and this could result in the child being removed from the madrasah.
3. Parents must strictly follow the correct procedures.
4. The Madrasah may be incorporating split sessions/classes for reception.
5. The session’s times will be permanent and will be determined by the Madrasah and it may not possible to change sessions after admission (unless we have space in the relevant class).
6. Children must start on the first day of the new academic year as stated and no leave should be sought within the first two months of the start of the academic year. Only under exceptional circumstances will a delayed start or leave be granted and this will be at the discretion of the Head Teacher and subject to permission being granted.
7. Parents/Guardians must ensure that the child maintains good timekeeping and attendance, it is the parents/guardians responsibility to notify the child’s Ustaad/Apa or the Head Teacher in writing of any absences and lateness.



8. Persistent absences and inconsistent timekeeping (without good reason) will not be tolerated and this may lead to the child being reprimanded, suspended or expelled from the madrasah.
9. Parents/Guardians must carefully consider the implications of taking their child/ren out of madrasah during term time. In our experience this can have a negative effect on the child's madrasah education. However, we do recognise that it is sometimes unavoidable to take your child out of Madrasah during term-time. For such occasion we would allow up to 3 madrasah weeks in the Madrasah academic year, subject to the Head Teacher receiving a Holiday Request Form and permission being granted. Either during or on return of an extended holiday it will be the parents/guardians responsibility to make sure the child /ren maintains their sabak as the madrasah will not make any special allowances for the missed sabak etc. Any un-authorized absence beyond the agreed time without just reason would constitute a breach of the madrasah rules and could result in the child being reprimanded, suspended or expelled from the madrasah.

4. Madrasah Contribution

The Madrasah operates on parental contributions. There may be a one-off administration fee payable at the beginning of each academic year and you will be notified of this and the amount, if applicable. There is then a yearly contribution, of which you will be notified at the beginning of each academic year.

Order of Preferred Payment Options:

- Option 1: Full amount paid by cheque or bank transfer at the beginning of the year;
- Option 2: Payment by setting up a standing order in instalments;
- Option 3: Payment by cash in instalments, (this option puts a strain on the madrasah resources and poses security issues)

Amount and dates of on when the instalments will be due will be notified at the beginning of each year.

This is a very nominal contribution in proportion to the services your child receives, and it is reflective of the ethos that Madrasah education should be accessible to all.

5. Drop off and Collection

1. For the safety and security of the children and the madrasah, nobody is allowed to enter any of the classrooms or any other part of the madrasah including corridors without the prior consent and arrangement of the Head Teacher. When collecting your child/ren you must wait in the designated waiting areas. Anyone found to be in breach of this, will be instantly asked to leave the madrasah premises and warned as to their future conduct. We will take this matter very seriously.
2. Children in Reception and Years 1 and 2 if not being collected by a parent, must be collected by a designated person who is on the approved collection list. Children will not be released to adults not known to madrasah staff.
3. In the event you are going to be late in collecting your child/ren please try to make alternative arrangements and notify the madrasah as soon as possible and within reason.
4. Please use the segregated entrances for men and women which are located separately and observe and respect the hijab rule in and around the madrasah premises
5. Anyone coming to drop off or pick up a child/ren is required to adhere to traffic regulations around the madrasah, cars should be parked sensibly and not blocking any of the entrances of the local residents. If each person is sensible, responsible, courteous then we will have a smooth flow of traffic; it is only when someone becomes selfish that causes a problem and a nuisance to all. Anyone who is constantly the cause problems and/or is subject to a complaint will be reprimanded and if the problem persists this may have an effect on the child/rens place/s at the madrasah and/or the matter may be referred to the relevant authorities.



6. Rules, Regulations and Procedures

1. By submitting an application form you are agreeing to follow and abide by all the rules and regulations, policies, code of conduct etc of the madrasah.
2. The madrasah will not tolerate any inappropriate behaviour, foul or abusive language, threatening or violent conduct by students, parents/guardians or anyone else towards any member of staff, management, students or any other. Such matters will not be condoned and may result in it being reported to the appropriate authorities and may lead to an instant dismissal.
3. All the rules and regulations pertaining to the madrasah must be followed at all times and it is the duty of the parents/guardians to obtain and familiarise themselves with them.
4. All concerns and queries must be directed to the appropriate person and in the correct manner.
5. Rules, Regulations and procedures are there for the benefit and safety of the children and the smooth running of the madrasah. There will be no exception and by breaking/challenging them, will not benefit anyone especially the children.
6. Rules, Regulation and Procedures will be updated or new ones introduced as and when it is deemed necessary

7. Questions and Queries

If you have any questions and/or queries please do not hesitate to contact the madrasah by telephone or by contacting education@zakariamasjid.org.uk and we will endeavour to help in any way we can.