

**Preliminary Admission
Form For
Madrassah Ashrafya**



MASJID-E-HIDAYAH
MANCHESTER | UK

Off Seymour Place, Humphrey Road
Old Trafford, Manchester
M16 9 DD

Madrassah Ashrafya

Section 1 (to be filled in by all applicants)

Applicant Details				
Surname		Forename		DOB
Address				
Telephone No			Post Code	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Language(s) Spoken

Parent / Carer Details	
Name	Relationship to Applicant
Address	
Contact No 1	Contact No 2
Email Address	

Emergency Contact Details	
Name	Relationship to Applicant
Address	
Contact No 1	Contact No 2

Does your child have any special medical or educational requirement?

Section 2 (Only to be filled in if your child has attended Madrassah or has home tuition, etc)

Name and contact detail of current teacher and Madrassah	
Please give full details with names of all the Islamic books he/she has studied to date and how much Qaida or Quran has been read.	
Why is your child leaving their current Madrassah?	
Please provide any other detail you think will be useful for us	

Declaration	
By completing and signing the application form, I declare that the information I have provided on this form is true and complete to the best of my knowledge. I also confirm that I have received a copy of the parent's handbook and Terms and condition of which I have read and understood clearly. I agree to comply with all rules and regulations. I also understand that Madrassah Ashrafya reserves the right to suspend or terminate my child places if I (the parent(s) / carer) or my children (student) are in breach of any rules and regulations and that my fees will not be refunded in such circumstances.	
Applicant Name	
Name of parent	
Signature of parent	Date

The Head Teacher, Madrassah Ashrafya, Off Seymore Place, Old Trafford, Manchester, M16 9DD



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Madrassah Ashrafya

Please read and sign the Terms and Conditions if you are the Parent/Guardian responsible for the student at the Madrassah.

- The minimum age for admission is 5 years old.
- A copy of the birth certificate is required for administration purposes.
- All students and parents shall be expected to conform to all rules and regulations, no exceptions shall be made for anyone.
- All students shall be expected to conform to Islamic guidelines, as advised by their teachers, in relation to dress and appearance.
- Boys dress code is a Jubbah/Kurta and a topi (hat).
- Girls dress code is a Hijab (covering all the hair) and Jubbah (below the ankles). No makeup is allowed.
- All students must have their hair cut in accordance with sharee'ah (an equal length all over). Students that have haircuts outside this remit will be suspended and only re-admitted when they conform.
- All absences must be explained by a note signed by the parent / guardian.
- To show any form of disrespect to the trustees, teachers or staff of this institute will be judged as inexcusable and any student found guilty of such behavior will be liable for dismissal.
- The institute reserves the right to terminate any student's admission when it deems necessary. Anyone whose admission is terminated has no legal remedy against the institute.
- Students must not bring unnecessary items into the Institute, and must look after their belongings whilst on the premises.
- The Institute shall not accept responsibility for any damage to and / or loss of any student belongings.
- Student(s) and/or their parents / guardians shall be liable for the cost of any damage to the Institute property.
- Administration fee of £10.00 is made payable for each successful application. The fee for each student is paid towards reserving the child's space and not for teaching or attendance.
- All fees must be paid on time. It is recommended to pay the fees for the month in advance.
- The Madrassah timing is 16:45 till 19:10.
- The Madrassah doors will close at 16:55 and remain locked.
- Any student arriving after 16:55 must be accompanied by a Parent/Guardian and speak with the Head Teacher or the Students Teacher.
- Students are not allowed to leave early except in exceptional circumstances, supported by confirmation from the parent/ guardian and approval from the Madrassah.
- All students must be punctual and regular in their attendance in class.
- It is the parents/Guardians responsibility to ensure the student has entered the Madrassah building.
- Any student who leaves the Madrassah without notice or without a valid reason will be put back on the waiting list, at the discretion of the Madrassah.
- Absence by any student of 3 weeks (15 days) or more without notification may automatically terminate the child's place from the Institute.
- It is highly recommended that holidays are taken at times of Madrassah holidays.
- Students must seek permission for taking holidays in term by informing the Head Teacher or the Students Teacher in writing
- Any student whose continued presence at the Institute is deemed to be harmful to the Institute and/or other students shall be excluded from the Institute and in any such case the decision of the Institute shall be final.
- Parents/guardians shall be expected to ensure that any homework/tasks given to students is/are completed and submitted upon the requested time.
- Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc. shall be made at the sole discretion of the Institute.
- In case of extreme/bad weather parents are advised to contact the Madrassah to see if any closures are in place.
- The Institute reserves the rights to amend existing rules or introduce new rules at any time.
- In the event of any dispute/disagreement the decision of the Institute shall be binding and final.

•In addition to the above Madrassah timings students in Class 1 and 2 will be released from 19:00 all other students will be released from 19:10.

•Please collect your children on time from the Madrassah door No Parent /Guardian is allowed in the Madrassah building when collecting their child without authorisation.

I agree and accept the terms and Conditions of Madrassah Ashrafya.

Applicant name

Name of Parent/Guardian Mobile Number

Signature of Parent/Guardian Date