

Contact no- 07877676061

MASJID – E – UMAR

Madrassah Application Form

Masjid- e- Umar
Monton street
Bolton
BL3 3DS

Please complete this form in **BLOCK CAPITALS** in **BLACK INK**

Section 1 - Student Details		
Forenames:	Surname:	
Date of Birth:	Age:	Male / Female:
Address: Town/ City:		
Postcode:	Home Telephone:	
School Name:	School Year Group:	

Section 2 – Parent/Guardian Details	
Mother/Guardian Details	Father/Guardian Details
Name:	Name:
Address (if Different):	Address (if Different):
City / Town:	City / Town:
Postcode:	Postcode:
Mobile Telephone:	Mobile Telephone:
Email Address:	Email Address:

Section 3 – Emergency Contact Details (DIFFERENT TO ABOVE)	
Emergency Contact 1	Emergency Contact 2 (optional)
Name:	Name:
Address:	Address:
City / Town:	City / Town:
Postcode:	Postcode:
Mobile Telephone:	Mobile Telephone:
Relationship to Child:	Relationship to Child:

Section 4 - Medical Information

Does your child have any medical conditions? Yes ☐ No ☐

If yes, please give details - _____

Will your child be carrying any medication? Yes ☐ No ☐

If yes, please give details - _____

Does your child have any allergies? Yes ☐ No ☐

If yes, please give details - _____

Does your child have SEN (Special Educational Needs)? Yes ☐ No ☐

If yes, please give details - _____

Do you give permission for First Aid to be allowed on your child? Yes ☐ No ☐

Section 5 – Current Student details

Do you have any other children enrolled at this Madrassah? Yes ☐ No ☐

If yes, fill details out below

	Child's Name	Age	Class
1			
2			
3			

Section 6 - Previous Madrassah History

Has your child attended a Madrassah previously? Yes No

If yes, please give details

Name of the Madraaah	
Address	
Stage of learning	Qaidah Full <input type="checkbox"/> or Qaidah Lesson Number____ Ammah Full <input type="checkbox"/> or Ammah Surah ____ Quran Full <input type="checkbox"/> or Quran Para ____ Learnt without Tajweed <input type="checkbox"/> Learnt with Tajweed <input type="checkbox"/>
Subjects Studied:	

Section 7- GDPR – Consent for Personal Information Usage by Masjid Umar

- ☐ I grant my consent to Masjid Umar to store personal details of my children attending Madrassah. I consent to the storing his personal details for the purpose of his Islamic education and all administrative activities related to the Madrassah provision.
- ☐ I grant my consent to Masjid Umar to store my personal details for sending me emails, WhatsApp/SMS text messages. I have provided my personal data for the purpose of receiving such communications.
- ☐ I agree to Masjid Umar for having CCTV in children's classrooms, for security and safety purposes.

Section 8 - Declaration

The Madrassah wants all the students to have love for our beautiful religion. We need your help so they can blossom as students, learn and practice our religion. Please for the benefit of your children, kindly motivate and encourage them to pray Salah, learn Arabic (Qur'an), read their books and learn their dua's daily prayers at home as well. It is pivotal for them to pray at home daily.

I hereby declare that I have read the admissions rules and I agree to abide by them and all Madrassa rules and regulations thereafter. I further declare that the information given on this application form is accurate and to the best of my knowledge.

I acknowledge that a **non-refundable administrative fee of £10** is required for the processing of this application and I agree to submit this payment along with the completed form.

Signature of Parent/Guardian:

Date:

FOR OFFICE USE ONLY

Applicants Name _____

Application Received (Date):	DD/ MM/ YYYY
Application Status:	Admission Granted <input type="checkbox"/> Not Granted <input type="checkbox"/> Waiting List <input type="checkbox"/>
Documents Received/Copied:	Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other <input type="checkbox"/>
Class Assigned:	
Student ID/Roll Number:	

Madrassah Policies

1. Opening Times- Madrasah's times will be 5:00pm to 7:00pm Monday to Friday. Doors are open from 4.50pm.
2. Dropping off and picking up - It will be the responsibility of parents to ensure that their children arrive, and are picked up, on time. Regular late pickup of children will result in a late fee being charged. Parents must park their cars in a sensible manner, while at the Madrasah. Madrasah Staff/Management reserves the right to ask parents to remove their vehicles if they are parked inconsiderably.
3. Uniform – Madrassah uniform must be worn at all times. Girls to wear a jabbah and scarf and boys to wear a jabbah and hat.
4. Valuables - Children must not to bring expensive items or large sums of money to Madrasah. Any material not relevant to a child's education at Madrasah must never be brought to Madrasah under any circumstances. Please note that any such items found in Madrasah will be confiscated. Mobile phones should not be brought to the Madrasah; in exceptional circumstances parents must inform admin that their child is carrying a phone. Students carrying a phone must hand it into the office when they come into Madrassah and collect when leaving Madrassah.
5. Behaviour and the Learning Environment - All children must try their best to make the right choices at all times. Parents will be informed, by phone in extreme cases, when their child makes the wrong choice. Persistent wrong choices or serious incidences may result in a child being excluded from the Madrasah.
6. Fees: Madrasah fees for Qur'an and Islamic Studies programme are: **£420 for the year for 400 hours of learning (£1.05 per hour), payable as a one off sum of £420 at the start of the year, as a two-part sum of £210 payable on 1st September and 1st February, or as a £42 fee every 1st of the month for 10 months starting from 1st of September. ASK FEES**

All fees must be paid in full via bank transfer or standing order on the dates specified.
Fees are non-refundable regardless of how many days a child takes off.
If fees are not paid in time, this will result in your child(ren) losing their place. All outstanding fees owing to the Madrasah must be paid regardless of your child(ren) no longer attending Madrasah.
7. Booking Holidays- It will be our policy not to allow absences for holidays during Madrasah term time. Please book your holidays around the Madrasah's Academic Calendar to keep your child's place at Madrasah secure.
8. Attendance - All children must have at least 80% attendance. Any child who does not achieve this attendance level will have their position at the Madrasah reviewed. Parents must attend the review meeting. Failure to attend may result in the suspension of the child from Madrasah.
9. Homework - Parents will be expected to help their child with any homework given by the class teacher. Parents will be jointly responsible with the child for completion of homework within the required deadline. The Madrasah Student Diary containing homework should be signed off by the parents once the homework is complete.
10. Access onto the Madrasah Premises - Unauthorised entrance to the Madrasah will not be allowed. Parents who want to see a class teacher can do so via a request with the Madrasah Administration and/or with a request with the child's teacher either before or after Madrasah hours but never in learning time (5 – 7.30pm). Under no circumstances are parents allowed to enter the

Madrasah in an attempt to talk with any teacher or in an attempt to resolve matters without the permission of the Madrasah Management.

11. Leaving Madrasah during the Year through Withdrawal or Expulsion: Parents must give 28 days' notice when withdrawing their child from Madrasah. In the case of calculating the fees owed to Madrasah in the event a withdrawal or expulsion occurs, they will be calculated from when the Madrasah is notified of the child not attending Madrasah and not from the time the child actually stops coming to Madrasah. On withdrawal of the child, the parents/guardians will be required to fill in a 'Withdrawal from Madrasah' form.