



Great Barr Muslim Foundation

394 Walsall Rd,
Perry Barr,
Birmingham,
B42 2LX

MADRASSA APPLICATION FORM

Please complete the form in **BLOCK CAPITALS** using **BLACK INK**.
Photocopies will **NOT** be accepted.

Note: Incomplete application forms will be rejected.

0121 250 4981
✉ madrassa@gbmf.uk
🌐 <http://gbmf.uk>

Student Details	
Forenames:	Middle Name:
Surname:	Male / Female:
Address: City / Town:	
Postcode:	Home Telephone:
Date of Birth:	Age:

Parent / Guardian Details	
First Name:	Surname:
Address (if Different):	
City / Town:	Postcode:
Mobile Tel Number:	Home Telephone:
Email Address:	

Previous Madrassa Education
Is your child currently attending or has he/she attended a Madrassa: Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES please answer the questions below and provide as much detail as possible
Name and Address of Madrassa Attended:
Period of Attendance:
Qur'aan: What is the child's current stage of Qur'aan learning i.e. Qaidah or Juz / Para's completed or memorised

Medical Consent
Name of Dr:
Doctor's Address:
Postcode:
Doctor's Telephone Number:
Applicants Medical Number:
Does the applicant suffer from any serious long term illnesses? e.g. Epilepsy, Asthma
Does the applicant suffer from and allergies? <i>(if yes please give details)</i>
Does the applicant require and special (educational and other) needs? <i>(if so please give details)</i>



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GDPR

Consent for personal information usage, for GBMF

Madrassa:

I grant my consent to GBMF to store personal details of my children attending Madrassa. I consent to the storing his personal details for the purpose of his Islamic education and all administrative activities related to the Madrassa provision by GBMF. I do not authorise it to be used for any other purpose.

Email Lists:

I grant my consent to GBMF 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 from GBMF. I do not authorise it to be used for any other purpose.

Declaration

I hereby declare that I have read the aforementioned 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.

Signature of Parent / Guardian:

Date:

The Madrassa 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 (Quraan), read their books and learn their duas (daily prayers).
It is pivotal for them that they pray at home daily.

Madrassa Use Only

Date Received:	Date of Test / Interview:	
Name of Test / Interviewer:		
Admitted to Class:	Start Date:	Student ID:
Added to Student and Fees Database: <input type="checkbox"/>	Added by:	

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Fee Policy Weekdays Madrassa

(Admission fee and monthly fee)

1. Weekly Fee: £10 per Week

- 1.** All fees are to be paid between **1st** and **7th** of each month. If the fee is not paid within this period, the concerned child may be excluded from the Madrassa. A surcharge of £5.00 would be payable to allow the child to rejoin 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 may lose their places in Madrassa and your deposit will be forfeited.
- 4.** Please note our admin team will not be able to take the fee outside the Madrassa times, you can make payment before or after Madrassa.
- 5.** All fees must be submitted irrespective of any Islamic holidays which are taken during the year.
- 6.** Please always ensure that your fee is logged and that you have receipt issued by the administrator.

2. Admission Fee:

Admission fee of **£10** 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.), and he/she has been offered the place again, a re-admission fee of **£20.00** must be paid.

4. Waiting List:

- 4.1** 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.
- 4.4** 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 **£10.00** would be payable to secure the place and be enrolled.

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Please see below the fee & discount structure

Admission Fee:	£10.00	per child Non-Refundable
First Child :	£10.00	per week
Second Child :	£10.00	per week
Third+ Child :	£ 7.50	per week

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

Declaration:

I have read and understood the GBMF Madrassa 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 the 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 Madrassa Admission Fee and Monthly Polices. I accept these policies and agree to abide by these whilst my child is attending Madrassa. All changes to Rules and Regulations to be downloaded from <http://gbmf.uk>

NAMES OF CHILDREN ATTENDING:

Child Name 1: _____

Child Name 2: _____

Child Name 3: _____

Child Name 4: _____

Parent, Guardian #1:

Full Name: _____

Date: _____ Emergency Tel: _____

Signature: _____

Parent, Guardian #2:

Full Name: _____

Date: _____ Emergency Tel: _____

Signature: _____

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Rules & Regulations

1. Minimum age requirement for the students attending Madrassa is same as school Year 1.
Children must be able to go toilet and clean themselves independently, before any place can be allocated.
2. **Dress Code:** Students' appearance is required to strictly adhere and uphold the Islamic rules and regulations pertaining to dress code. Inadequate attire/dress (including: patterns in eyebrow, **Haircuts; Mohicans, V-cut blade, lines, etc.) will result in the parent being called in and asked to take their child home.
3. **Madrassa Times:** Madrassa runs the following sessions:

<u>Weekdays</u>	Session 1 - Monday to Friday 4:45pm – 6:15pm (1.5 Hours)
	Session 2 - Monday to Friday 6:15pm – 7:30pm (1.25 Hours)
<u>Weekend</u>	Session 1 - Saturday 10:00am – 12:00pm (2 Hours)
	Session 2 - Sunday 10:00am – 12:00pm (2 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 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 headteacher 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.

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14. 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.
15. 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.
16. 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.
17. 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.
18. 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 1.5 hours of the Madrassa unless prior arranged.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.)
24. Parents & Guardians should attend the Madrassa when called by the Head Teacher or Education Committee.

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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.

- 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.
- *REPORT – If child does not make any improvement in his/her behaviour after 2 weeks being on report Stage 2/3 will be implemented.

	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 • Constant Talking During Class • Writing on benches • Using Mobile phones • No Homework 	<ol style="list-style-type: none"> 1. Detention 30mins 2. Head teacher Informed <p><u>Detention for 1st session:</u> 6.15pm – 6.45 pm</p> <p><u>Detention for 2nd session:</u> 5.45pm – 6.15 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 	<p style="text-align: center;">Suspension 1 week</p> <ol style="list-style-type: none"> 1 Head Teacher Informed 2 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 	<p style="text-align: center;">Suspended</p> <ol style="list-style-type: none"> 1 Head Teacher informed 2 Meeting with Parents for Exclusion of Student.

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