

MADRASAH ENROLMENT FORM

In the Name of Allah, the Kindest and Most Merciful

Before completing the application form below, you must read and understand the admissions policy, terms and conditions and GDPR statement. Please also make sure you complete all of the relevant fields, provide accurate information and complete the form in **BLOCK CAPITALS**

DETAILS OF CHILD

First Name _____	Surname: _____	
Date of Birth _____	Gender _____	Sibling(s) Yes/No _____
Address _____		
_____ Post Code _____		

DETAILS OF PARENT/GUARDIAN

Name of Parent/ Guardian _____	
Contact Details	
Mobile _____	Home _____
Name of Parent/ Guardian 2 _____	
Contact Details	
Mobile _____	Home _____

Has your child undertaken any Qur'an and Islamic Studies before? If so, please state where and the level attained: _____

Does your child suffer from any allergies, illnesses, disabilities or learning difficulties? If so, please give full details: _____

Are there any other matters you think we should know about in the interests of your child's welfare and safety while at the Madrasah, if so, please give full details; _____

I confirm that I, the Parent/Guardian of the above name child, have read and understood the terms and conditions and agree to these.

Signed: _____ Date: _____

Print Name: _____

GENERAL DATA PROTECTION REGULATION (GDPR)

Data Protection Statement:

This statement relates to our privacy practices in the UKIM Madrasah. UKIM Madrasah respects your right to privacy, and any personal data which you provide to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1998 and 2003.

Personal Data on this Form:

UKIM Madrasah is a Data Controller under the Data Protection Acts, 1988 and 2003. The personal data on this Enrolment Form is required for the purposes of:

- Student enrolment
- Student registration
- Allocation of teachers and resources to the school
- Determining a student's eligibility for additional learning supports
- Examinations
- School administration
- Child Welfare (including medical welfare)
- Fulfil other legal obligations

School Contacting You:

Please confirm if you are happy for us to contact you by Text/WhatsApp message and to call you on the telephone numbers provided and to send you emails for the purposes of:

- Extra-curricular
- Parent-Teacher Meetings
- News updates
- To notify you of Madrasah closure (e.g. where there is adverse weather conditions)
- To notify you of your child's non-attendance or late attendance or any other issues
- To communicate with you concerning your child's social, emotional and educational progress and to contact you in the case of an emergency

Tick the box if "yes" you agree with these uses	Yes	No
Use your e-mail address to alert you to these issues		
Use your mobile phone number to send you SMS texts to alert you to these issues		
Use your mobile phone/landline number to call you to alert you to these issues		

Please note: UKIM Madrasah reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your account.

Photographs of Students:

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as a historical record of life in the school.

Photographs may be published on our school website, social media, school app or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of online platforms, students' names will not appear on the website caption of the picture. If you or your child wish to have his/her photograph removed from online platforms, brochure, yearbook, newsletters etc. at any time, you should contact the Principal.

Consent: Yes No	Yes	No
1. If you are happy to have your child's photograph taken as part of school activities and included in all such records		
2. If you would prefer not to have your child's photograph taken and included in such records		
3. If you are happy for your child's photograph to be taken and included, as 1. Above but would prefer not to have images of your child appear on school online platforms, school brochures, yearbooks, newsletters etc.		

Signed : _____
Parent/Carer/Student (where over 18)

Dated: _____

TERMS AND CONDITIONS

1. There is an entry fee of £10 and monthly Madrasah fees (£30 per calendar month) are applicable. Fees are to be paid for full year regardless of holidays given or taken. 50% Sibling discount will be allowed for 3rd, 4th and so on.
2. All fees must be paid in advance for the entire month by **direct debit**. Non-payment of more than one month will lead to suspension.
3. Madrassah must be notified of any pre- arranged holidays and holiday form to be completed. Holiday forms are available from the office.
4. An absent child will remain on register for one month. Thereafter will be removed and standard re-entry procedure (waiting list and entry fee) will apply.
5. Disruptive, abusive and disrespectful behaviour will not be tolerated in class or in the school's vicinity. Parents/Guardians will be first notified and children placed on behaviour monitoring. If the behaviour does not improve the student may be expelled. Verbal abuse directed to staff will result in expulsion.
6. Students' failure to follow rules in Madrassah may lead to a same day detention of 10minutes or 1-hour detention for further misbehaviour, fighting, bullying, dangerous activity (breach of health and safety rules). 1-hour detention will be communicated with parents and a date will be set. Attending detention is a must.
7. Any dispute between students in the Madrassah will be dealt with only by the Education Committee.
8. Students must follow health and safety rules of the Madrassah. These will be stipulated by the head teacher, class teachers and sign posted around the Madrassah.
9. The Madrassah Uniform must be worn at all times whilst attending and in the vicinity of the Madrassah. Madrassah Uniform will be stipulated by the Madrasah and small amendments to the uniform may be made from time to time.
10. The Madrassah may organise extra-curricular activities (sporting events/day trips etc.) further permission will not be sought. Any parent/guardian who does not want their child to participate in extra-curricular activities or has any special needs, must state this above under special requirements.
11. The Madrassah may take photographs of students whilst in class, taking part in extra-curricular activities or at the time of enrolment. These photographs will be used in Madrassah and for educational purposes such as displays and also for identification if necessary. Cameras have been placed in classes for safety of staff and children.
12. Teachers may extend the class time for up to a maximum of 10 minutes to ensure every child has adequate time for reading and revising their classwork.
13. The Madrassah/UK Islamic Mission is not liable for any accidents, injury or loss of property in and around the premises or on extra-curricular activities.
14. The Education Committee reserves the right to change the supplementary school rules. Changes will be communicated with parents/guardians. Every effort is made to maintain your child's safety, and well-being whilst visiting the Madrasah. In the unlikely event of an accident, or loss or damage to personal effects, the Madrasah will not assume any liability for any direct or indirect loss, damage or injury arising from use of the premises and car park.

Enrolment Checklist

	Parents Sign	Admin
Personal details form complete		
Direct Debit confirmation		
Books explained and bought		
I understand that it is essential to attend the parents evening at least once a year		
I agree to support my child throughout his/her time at the madrasah		
Contact details of the Madrasah and Head teacher have been saved		
I understand that it is essential to participate in the UKIM annual assessments. Registration fee will apply.		

SET UP A DIRECT DEBIT WITH UKIM MADINA MASJID & COMMUNITY CENTRE

First Name

Last Name

Company Name (in Case of company Account)

Your Sort Code

Your account

IBAN

Billing address line 1

Billing address line 2

Town or City

Post code

Email

Signature

GoCardless

By confirming you are agreeing to process your Direct Debit by GoCardless on behalf of UKIM Madina Masjid and Community Centre
Your payments are protected by the Direct Debit Guarantee



Direct Debit Guarantee

The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit GoCardless will notify you (normally 3 working days) in advance of your account being debited or as otherwise agreed. If you request GoCardless to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by GoCardless or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when GoCardless asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify GoCardless.