



APPLICATION FORM

APPLICANT DETAILS

Surname: _____ Forename: _____

Address: _____

Postcode: _____ Gender: Male Female

Date of Birth: ____/____/____ Age: _____

Name of School: _____

PARENT/GUARDIAN DETAILS

Surname: _____ Forename: _____

Contact Tel No: _____ Mobile No: _____

Email address: _____

EMERGENCY CONTACT DETAILS

Name: _____

Relation to applicant: _____ Contact tel/mob: _____

EDUCATIONAL BACKGROUND

Name of previous institute/madrassa/masjid attended.

What has your child studied to date? Please give details:

OTHER INFORMATION

Does your child have any special medical or educational requirements?

Does your child suffer from any allergies/any medical conditions? Please state.

Please provide any other detail you which you think is relevant for us to know for the progress of your child.

SIBLINGS

Name: _____ Session: _____ Class/Teacher: _____

1: _____

2: _____

SESSION REQUIRED

SESSION 1 (4pm - 5:45pm)

SESSION 2 (6pm - 7:45pm)

HIFZ

WEEKEND

PLEASE TURN

ALC RULES AND REGULATIONS

- 1) The minimum age limit of admission is 4 years.
- 2) All applicants will have to take an admission interview and test after which the class/year will be allocated according to the students ability and needs.
- 3) Parents will also be required to attend with the student upon being offered a place at the Centre.
- 4) Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc. shall be made at the sole discretion of the Centre.
- 5) ALC has the full right to dismiss any applicant where it seems necessary and there will be no legal remedy against the Centre.
- 6) All fees must be paid on time at the beginning of each term.
- 7) Fees and admission is non refundable.
- 8) The fee for each student is paid towards reserving his/her place and not for teaching or attendance. Any student who loses his/her place without a valid Shar'i reason will not be eligible for a refund.
- 9) Fee refunds are not available should the Centre be forced to take the decision temporarily to close for bad weather or some other reason.
- 10) All students should be punctual and regular in their attendance in class and complete their given homework.
- 11) All absences/pre arranged appointments etc must be explained by a note signed by the parent / guardian or via a phone call.
- 12) Absence by a student for five days or more without prior notification may automatically terminate his/her place at the Centre and may have to re apply.
- 13) Students are expected to attend and arrive on time to the Centre and are not allowed to arrive too early or late.
- 14) It is stressed for the safety of children that parents / guardians arrive on time to drop off/collect their children as the main road traffic is always dangerous for unsupervised children.
- 15) The Centre shall not be responsible for transport arrangements to/from the Centre, and will not be liable for any incident occurring outside the Centre premises on any such journey.
- 16) All students must respect the teacher and must observe and abide by all the rules and regulations at all times.
- 17) All students must observe discipline of the centre. Improper conduct, bad behaviour or misuse of the Centre equipment is not permitted.
- 18) To show any form of disrespect to the trustees, teachers or staff of the Centre will be judged as inexcusable and any student found guilty of such behaviour will be liable for dismissal which may result in immediate suspension or expulsion.
- 19) Any gross misconduct or bad behavior will lead to immediate expulsion.
- 20) Any student whose continued presence at the Centre is deemed to be harmful to the Centre or staff or other students shall be excluded from the Centre and in any such case the decision of the Centre shall be final.
- 21) All students shall be responsible for having the necessary equipment/ materials and maintaining their own pens, pencils, Qaidas, Siparas. Quran etc.
- 22) The Centre shall not accept responsibility for any damage to and / or loss of any belongings and must look after their belongings whilst on the premises.
- 23) Students must respect the Centre's equipment, building and property.
- 24) Student(s) and/or their parents / guardians shall be liable for the cost of any misuse/damage to the property of the Centre.
- 25) Students must not bring unnecessary items into the Centre.
- 26) Students must not eat, drink, chew, use abusive language or harass or bully anyone in the Centre.
- 27) Mobile phones, mp3 players etc or any such electrical devices is not permitted in the Centre.
- 28) The Centre promotes a safe and peaceful environment and will not tolerate any kind of extremism.
- 29) All harmful or dangerous items are strictly prohibited in the premises of the Centre.
- 30) Parents must ensure that the child is aware and capable of personal hygiene, i.e. wudhu/toilet uniform, nails, socks etc.).
- 31) Parents must ensure that their children are brought and collected on time.
- 32) Parents must check their children's madrasa bag for letters, receipts etc.
- 33) Parents must attend all parents' evenings.
- 34) All students shall be expected to conform to Islamic guidelines in relation to dress and appearance.
- 35) Boys must wear full shalwar kameez or Jubbah and a hat (no jeans/tracksuit bottoms allowed).
- 36) Girls must wear loose,long jilbaab and a hijab (no jeans/tracksuit bottoms allowed).
- 37) Short back and side's haircut, patterns etc is strictly prohibited. If a student cuts their hair in this manner, they will be suspended until it is corrected. If a student repeatedly cuts their hair in this fashion, they will be expelled.
- 38) All students and parents shall be expected to conform to all rules and regulations, and no exceptions shall be made for anyone.
- 39) In the event of any dispute/disagreement, the decision of the Centre shall be binding and final.
- 40) The Trustee management reserves the right to add/remove/amend any or all of the above rules at any time.

Please note there will be an admission fee for new students to cover administrative costs payable on day of admission (includes bag, books/sheets and stationary)

All details are kept confidential and will be kept on the Centre's database

PARENT/GUARDIAN DECLARATION

I, the parent/guardian of declare that the information given on this form is correct and accurate to the best of my knowledge. I have fully read the rules and regulations and do hereby accept and agree to abide by all of the rules stated.

Signed: Dated:

For Office Use Only

Date Received: Date Acknowledged: Date Of Interview:

Date Of Admission: Admitted to class: Admission fees paid: yes no