

MAKTAB APPLICATION FORM (BA001v0.1) p1/2

STUDENT DETAILS

Student - Surname:	
Student - First Name(s):	
Please indicate (boy/girl):	
Date of Birth (dd/mm/yyyy):	
Home Address:	
Post Code:	

PARENT / GUARDIAN DETAILS

Father / Guardian Name:	
Father / Guardian Mobile No:	
Mother / Guardian Name	
Mother / Guardian Mobile No:	
E-mail (Mother/Father/Guardian):	
Home Telephone Number:	
Emergency Contact Name (1):	
Relationship to Student:	
Emergency Contact Tel No (1):	
Emergency Contact Name (2):	
Relationship to Student:	
Emergency Contact Tel No (2):	

STUDENT PREVIOUS ISLAMIC EDUCATION

Does the Student have a brother / sister already studying at this Maktab - Yes/No?	1	
	2	
If YES, please provide full names(s)	3	
Student Previous Maktab/Address		
Has student taken any Tajweed lessons?		
Yes/No? If Yes Give details		

STUDENT HEALTH DETAILS

Does student have any Health Problems e.g. Asthma, Epilepsy (Fits), Learning difficulties etc	
Any other comments regarding the child's health	

BILAL ACADEMY MAKTAB RULES AND REGULATIONS (p2/2)

Please read carefully the Maktab rules and regulations; Thereafter sign and return the application form.

Minimum age at admittance: Girls: 5 years Boys: 5 years.

The Taleem Board will decide the allocation of class according to the child's ability, progress and willingness to learn.

These rules are not negotiable and the Maktab will uphold these rules. The most beneficial and pleasant learning environment is one where there is mutual respect. This is achieved through good manners and courtesy. We hope that Parents and Staff will work together to ensure that every Student understands these rules and why they are necessary. Parents / Guardians must adhere to these rules.

TIME OF MAKTAB

- Maktab hours are Monday to Friday: [SESSION 1 - 5pm to 6pm (Years 1,2 & 3)] [SESSION 2 - 6.05pm to 7.20pm (Years 4 & 5 and above)]
- Parents/Guardians are requested to bring their children at least five minutes before Maktab starts.
- Parents/Guardians are requested to ensure the child is relieved from all necessities (toilet and Wudhu) before coming to Maktab.
- It is the responsibility of Parents/Guardians to bring and collect the child from Maktab on time. Management or members of Staff are not responsible for any child outside the Maktab premises.
- Parents/Guardians are requested to avoid bringing cars to Maktab in order to reduce traffic congestion and accidents.
- Children dropped off by car should adhere to safe parking practices and ensure that entrance/exit's are not obscured in any way.

MAKTAB FEES

- One-off non-refundable enrolment fee is payable on application (see office)
- 2 months deposit payable on admission (Note: If student leaves maktab mid-year you will lose the deposit)
- Academic year is counted as 48 weeks.
- Fee will be payable in-advance either quarterly in cash or monthly by DD/Standing Order.
- Parent's / Guardian's who do not pay the fees for at least two months and over face the risk of the child being removed from Maktab.

DRESS CODE

- Students must be dressed according to sunnah guidelines.

ATTENDANCE

- Please notify the office of any absences or late attendance by phone and sending in a note signed by Parent / Guardian the next day.
- Students will not be permitted to leave Maktab early unless the Parents/Guardians have notified the Office in advance.
- Parents/Guardians are requested not to arrange holidays during term time. If unavoidable, request for leave of absence with office.
- Holiday request must be made in writing to the office well in advance of the date (Note: Register will be marked as absent).
- Consistently being absent or late (without a valid reason) may result in the Students expulsion from Maktab.
- Any Student who is absent for more than 3 weeks without informing the Office shall be deemed to have left and will lose their place. Re-instatement to the Maktab will be subject to the place being available.

CONDUCT

- Under no circumstances must a Parent / Guardian enter a classroom during Maktab times.
- It is the Parents/Guardians responsibility to ensure that the Child learn their sabak before coming to Maktab.
- Parents/Guardians should accept responsibility for their Child's discipline and the standard of behaviour at the Maktab. Unacceptable behaviour by Students will not be tolerated at any time and will be disciplined and may result in dismissal.
- Abusive language by Students and Parents/Guardians to Teachers or any Staff members will not be tolerated. If this is proven, it will be reported to the Management Committee who will take the necessary action. This could lead to the child being expelled.
- Mobile phones, MP3 players or any other type of objects which distracts the Students from their studies are not allowed in Maktab.
- Other than bottled water, No food or drink items are permitted inside the Maktab.
- Students and Parents/Guardians are requested to use the Maktab facilities appropriately.
- Parents/Guardians will be held responsible for any damage caused to maktab premises by their child. Damages will have to be paid for.

COMPLAINTS

- Parents/Guardians should not approach the Student Teacher with any complaints or issues. In the event of a complaint, see office staff.
- Parents/Guardians must email their complaint to the Bilal Academy email address or in writing to the Maktab office.
- All complains will be handled by the Taleem Board whose decision will be final.

PARENT / GUARDIAN DECLARATION

Please attach to this application form the following documents (originals) which will be checked and copied and returned by the Management:

- 1 .Student Birth Certificate 2. Current Council Tax Bill 3 Recent Utility Bill

I declare that I have read and understood the Rules and Regulations.

I agree to follow all the rules and any further rules that the Maktab may add or change.

Print Name:

Parent/Guardian Signature:

Date:

FOR OFFICE USE

Admission Date:

Admin Fee:

£ :

Student I.D.:

Advance Fee (2months):

£ :

Class:

Quarterly Fee (Cash):

£ :

Authorised by:

Date:

