

Qadria Trust

Admission Policy

Revision History

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Admission Policy

This policy is for those wanting to enrol their child at this madrasah. Please read this policy carefully before submitting an application form for your child. The aim of this policy is to ensure you are well aware of the requirements for attending this madrasah

1. New Students

1.1 The minimum age for enrolling a child is 5 years old.

1.2 The maximum age for enrolling a child is 12 years old

1.3 An appointment must be arranged with the head teacher before completing an application for any children that are over 12 years of age.

1.4 All new students (that have previous education) 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 to which level they enrol at.

1.5. On payment of the admission fee, students will receive a bag, Qaida or Quran, a Namaz and dua book, an exercise/writing book and a pen. Students must bring their bag and all equipment with them every day. In case of loss or damage, the above mentioned items are available for purchase from the madrassah office.

1.6. QT Educational Academy would like to remind parents that learning the Quran with tajweed takes time. The aim at QT Educational Academy is to provide the students with firm foundations so they can recite the Quran correctly (with tajweed). We will not compromise the students' progress by rushing them and moving them on hastily. Our aim is not to 'finish the Quran' but rather it is to recite the Quran proficiently.

2. Uniform

2.1 Students are required to strictly adhere and uphold the Islamic rules and regulations pertaining to dress code. Students will not be allowed to attend their classes unless the dress code is fully followed.

2.2 GIRLS:

Girls must wear an abaya, a long black burkha (dress), which must cover their arms and legs. A white scarf and a black shalwar under the abaya (no jeans, tracksuit bottoms, pyjamas or leggings).

Any tight or see-through clothing will be considered a breach of uniform rules.

BOYS:

Boys must wear a white Jubbah/Thobe (or shalwar kameez) , trousers (preferably white) and a white masjid hat. No shorts or three-quarters are permitted.

If your child will be wearing socks during the winter, please ensure that they are clean and fresh daily. Socks are not permitted in the madrassah during the summer months.

Inadequate dress will result in the parent being called in and asked to take their child home. (no Jeans or tracksuit bottoms)

3. Madrassa Times

3.1 Madrassa sessions run Monday to Friday, 4.30pm - 6.00pm or 6.10 - 7.40pm. These timings remain the same throughout the year (even during school holidays).

3.2 Please do not bring your child too early to the madrassa. We will take no responsibility for children arriving before the madrassa starts. We will take no responsibility of your child after the class has finished (6.00pm or 7.40pm). Repeated negligence of being late to collect your child will lead to the exclusion of the child from madrassa.

4. Attendance and Punctuality

4.1. Students are expected to attend the madrassa every day and be on time. In case of absence or lateness the madrassah office must be informed immediately.

4.2 Parents must inform the madrassa office of any pre-planned absences at least a week prior. This notice must be given in writing. All fees need to be up to date and paid for the absent period too.

4.3 If the child is absent for 10 consecutive days without prior notice or the parent has not informed the madrassa (in writing), the child may be excluded from the madrassa and all deposits or fees will be forfeited.

4.4 Students arriving regularly late may not be allowed to attend their class and returned home.

4.5 Regular absence and lateness will result in disciplinary action, up to and including exclusion (please see disciplinary policy).

5. Behaviour

5.1 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.

5.2 In the event of the management receiving repeated complaints about troublesome students, after all action is taken we will have no alternative but to expel the student from the madrassa.

5.3 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.

6. General Rules

6.1 Eating or drinking is not allowed in the madrassa. Any child caught eating or drinking regularly, may lead to the child being excluded (please see disciplinary policy). Any children that are required to eat or drink for medical reasons must inform the management team upon admission.

6.2 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 the admin team to collect the item.

6.3 In the event of any damages made to the property of the madrassa. The concerned parent/ guardian will be called, to compensate the damages/ losses.

6.4 If you have any complaints, please put it forward in writing. We will not entertain any verbal or anonymous complaints.