



# Enrolment Form 2019/20

Please complete the form in **BLOCK CAPITALS** using **BLACK INK**.

**Note:** Incomplete application forms will not be processed.

Student Details													
Forenames:													
Surname:													
Address:													
City / Town:													
Postcode:							Home Telephone:						
Date of Birth:	D	D	M	M	Y	Y	Age:	Male:		Female:			

Parent / Guardian Details													
Forenames:													
Surname:													
Address:													
City / Town:													
Postcode:													
Mobile Tel Number:							Home Telephone:						
Email Address:													

Alternative Emergency Contact Details													
<i>(please provide details of at least one other person we can phone if we are not able to contact you)</i>													
First Name:							Surname:						
Relation to Student:													
Address													
City / Town													
Postcode:													
Mobile Tel Number:							Home Telephone:						
Email Address:													

Previous Madrasa Education													
Is your child currently attending or has he/she attended a Madrasa: Yes <input type="checkbox"/> No <input type="checkbox"/>													
If <b>YES</b> please answer the questions below and provide as much detail as possible													
Name and Address of Madrasa Attended:													
Please indicate which level your child is studying				Qur'an	Juzu Amma	Qai'da	None						

## 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? *(if yes please give details)*

Does the applicant require and special (educational and other) needs? *(if so please give details)*

What is your ethnic group?

Chose **one** section from A to E, then tick **one** box to best describes your ethnic group or background

**A White**

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

**B Mixed/multiple ethnic groups**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write in

**C Asian/Asian British**

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

**D Black/African/Caribbean/Black British**

- African
- Caribbean
- Any other Black/African/Caribbean background, write in

**E Other ethnic group**

- Arab
- Any other ethnic group, write in

**Academy Admissions Rules and Regulations:** Please explain the rules to your child

- Children must be 5 years of age or over.
- All pupils must adhere to Madrasa dress code. Boys must wear a white 'Jubbah' and prayer cap (Baseball caps and hoodies not allowed). Girls must wear a full length black 'Abaya' and white hijab, must cover their hair and must **NOT** wear makeup, nail polish. Pupils may be taken out of lessons due to the dress code not being followed.
- Fee's must be paid in full upon acceptance of this enrolment form, options are also available for paying in three quarter instalments. First instalment fee must be paid in full upon acceptance of the enrolment form and the remainder to be paid by the deadline as indicated on the fees chart.

*Note: if there are any issues paying fees please speak to one of the admin staff*

- **Children must come on time for lessons and it is the responsibility of the parents to ensure this happens. Children must arrive by 9:50am as classes will start 10:00am promptly. All entrance gates will be closed at 10.15am. Ramadan class times will be different to normal class times; you will be notified before Ramadan.**
- **Parents are required to drop their children inside the building and collect their children after Zuhr prayer from pickup point. Pickup will not be allowed from outside the Masjid boundary, children will remain inside the Masjid until they have been picked up.**
- **Students get short break at midday, parents are required to provide their child with light refreshments to have during break.**
- Parents must ensure that children are punctual at all times. Personal holidays must be scheduled in such a manner so that pupils are not absent from class. Extracurricular activities such as Football or karate training during Academy hours are not permitted. Excuses such as visiting relatives, school holidays, no-one to look after the children will not be accepted. Parents should ensure that attendance is kept to the highest level possible, any attendance below 90% per term without a valid reason will not be acceptable and may result in being taken off the register.
- Parents are advised to inform the Academy of any absences or lateness in advance where possible. This must be submitted in written form. If prior notification is not possible, then a note signed by the parents must be submitted the very next day.
- Parents who have concerns regarding the Academy must submit a formal written complaint to the management. Parents are strongly advised not to approach any member of the teaching staff.
- The Academy management reserves the right to take appropriate disciplinary action as deemed necessary. The applicant, parent or guardian will have no legal remedy against the Academy.
- To insult the trustees, teachers or staff (verbally or physically) will be judged as inexcusable and any student or parent found guilty of such behaviour will be liable for dismissal.
- The student/parent/guardian will be held fully responsible for the cost of any damage to the property of Essex Jamme Masjid or any other individual.
- All pupils must adhere to the Academy syllabus without exception regardless of background.
- Parents shall be responsible and must inform the Academy of any changes to personal information such as change of address or medical conditions etc. Parents should inform EJM admin team by filling in the relevant form.
- Under no circumstances should the neighbours suffer from negligence related to the Academy. It is vital that children and parents take extra care when picking up/dropping off children.
- 3 strike rule with regards to discipline, 1. The child will receive a warning, 2. They will be taken out of lessons and placed under supervision. 3. They will be sent home and there will be a meeting with parents to resolve the matter. They may be expelled permanently.
- Lateness is taken very seriously; persistent lateness could result in the student being expelled.
- No toys, electric gadgets or mobile phones will be allowed at the Academy. No eating, chewing or soft drinks will be allowed during lesson time.
- Mobile phones may not be used during lesson time. If they are in use, they may be confiscated and handed back **to the parents of the pupil only.**

- Children misbehaving in lessons will result in teachers giving detention to the child. They may keep them in the Masjid for a maximum of one hour after classes have ended.
- Homework will be given to students and it is the responsibility of parents to make sure that the homework is done by the due date. Check your child's homework diary every week and use the diary to communicate any information with teacher.
- Student with unauthorised absences over three consecutive weeks will have their names taken off the register and the place will be offered to a student on the waiting list.
- If your child has a disability, learning difficulty or any other medical condition it must be stated on the application form and inform the academy.
- Management can change the terms and conditions as fit at anytime by giving prior notice.
- **Completion of this application form does not imply admission to the Academy. Applicants may require to attend a formal test. The Academy management shall make the final decision thereafter. If student is accepted, the teacher shall decide at what level the child shall start studies.**
- Please return the completed application form to an admin staff at the above address.

### Declaration

**I hereby declare that I have read the aforementioned admissions rules and I agree to abide by them and all Essex Jamme Masjid Academy 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 Academy 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 (Qur'aan), read their books and learn their duas (daily prayers). It is pivotal for them that they pray at home daily.

### EJM Academy Use Only

Date Received:	Date of Test / Interview:		
Name of Tester / Interviewer:			
Admitted to Class:	Start Date:	Student ID:	
Added to Student and Fees Database: <input type="checkbox"/>	Added by:		
Fee Payment Paid in Full £	Instalments, 1 <sup>st</sup> £	2 <sup>nd</sup> £	3 <sup>rd</sup> £

## **Parents' copy**

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## Fee Chart 2019/20

Annual Fee £250.00

Payment can be paid in full or in three instalments, please see below table

Number of Children	1st Quarter Deadline 15/09/18	2nd Quarter Deadline 19/01/20	3rd Quarter Deadline 26/04/20	Annual Fee
1st Child	£90.00	£80.00	£80.00	<b>£250.00</b>
2nd Child	£90.00	£80.00	£80.00	<b>£250.00</b>
3 <sup>rd</sup> Child PLUS (50% discount)	£45.00	£40.00	£40.00	<b>£125.00</b>

**\*Get 10% early bird discount if you pay full fee by Sunday 15th September 2019\***

**\*Please note\***

To qualify for 3rd child PLUS 50% discount, two children must be full fee payer and attend weekend classes.

### How to make payment

Payments to be made to the academy admin or pay directly into our bank account.


Paying directly into our bank account please ensure you add your door number and post code (e.g. 99SS00TG) as payment reference and confirm with us when you have made the payment. Please ensure you make all Madrasa fees to the bank account below, **payments made to any other bank accounts will be considered a donation to the Essex Jamme Masjid, not as tuition fees.**

**(Lloyds Bank) Bank Account Name: ESSEX JAMME MASJID TRUST LTD RE SI ACAD**

**Sort Code: 30-97-84**

**Account: 61056460**

**Reference: Please use your door number and postcode as reference when making payment.**

Send payment via  using receipt email ID as [admin@essexmasjid.com](mailto:admin@essexmasjid.com)