



Admissions Rules:

1. **Age Requirement:** Different programs have specific age requirements. Children must be at least 4 years old for Tullab/Reception, 5 years old for the Weekend Madrasah and Gateway to Hifds, and 10 years old for Hifds and Alimiyyah.
2. **Fees:** Fees should be paid according to the chosen payment plan upon enrolment acceptance. If you have difficulties with payment, please contact our administrative staff.
3. **Attendance:** Regular attendance is crucial. Parents must ensure their children are punctual and present for all classes. Attendance below 90% per term without a valid reason may lead to removal from the register.
4. **Punctuality:** Lessons start promptly at 10:00am and children must arrive by 9:45am. The entrance gates close at 10:00am. Please note that Ramadan class times will differ.
5. **Dress Code:** Students must adhere to the Madrasa dress code. Boys should wear a white 'Jubbah' and prayer cap (no baseball caps or hoodies). Girls should wear a full-length black 'Abaya' and white hijab, without makeup or nail polish. Non-compliance may result in removal from lessons.
6. **Disciplinary Action:** The Academy management reserves the right to take necessary disciplinary action. The applicant, parent, or guardian will have no legal recourse against the Academy.
7. **Respect:** Insulting trustees, teachers, or staff (verbally or physically) is inexcusable. Offenders may be dismissed.
8. **Property Damage:** The student/parent/guardian will bear the cost of any damage to the property of Essex Jamme Masjid or any other individual.
9. **Syllabus:** All students must follow the Academy syllabus without exception.
10. **Personal Information:** Parents must inform the Academy of any changes to personal information such as address or medical conditions. Please inform the EJM admin team by filling in the relevant form.
11. **Neighbourhood Respect:** Please be considerate of our neighbours when picking up/dropping off children.
12. **Discipline:** We operate a 3-strike rule. First, a warning is given. Second, the child is removed from lessons and placed under supervision. Third, the child is sent home and a meeting with parents is arranged to resolve the matter. Expulsion may be permanent.
13. **Lateness:** Persistent lateness could result in expulsion.



14. **Prohibited Items:** Toys, electronic gadgets, and mobile phones are not allowed. Eating, chewing, and soft drinks are not permitted during lesson time.
15. **Mobile Phone Use:** Mobile phones may not be used during lesson time. If they are in use, they may be confiscated and returned only to the parents.
16. **Misbehaviour:** Misbehaving children may be given detention, which could involve staying in the Masjid for up to one hour after classes have ended.
17. **Homework:** Homework will be assigned and parents are responsible for ensuring it is completed by the due date. Please check your child's homework diary every week and use it to communicate with the teacher.
18. **Unauthorised Absences:** Students with unauthorised absences for three consecutive weeks will be removed from the register and their place offered to a student on the waiting list.
19. **Special Needs:** If your child has a disability, learning difficulty, or any other medical condition, it must be stated on the application form and the academy must be informed.
20. **Terms and Conditions:** The management reserves the right to change the terms and conditions at any time with prior notice.
21. **Drop-off and Pick-up:** Parents must drop off their children inside the building and pick them up after Zuhr prayer from the designated pickup point. Pickups outside the Masjid boundary are not allowed.
22. **Break Time:** Students have a short break at midday. Parents should provide light refreshments for their child during this time.
23. **Complaints:** Any concerns regarding the Academy should be submitted as a formal written complaint to the management. Please do not approach teaching staff directly.

Please ensure your child understands these rules. If you have any questions, feel free to ask.

I/we agree to the all the admission rules

Parent Name: **Signature:**

Date: