

**Registered Charity: 1108873**

Kettering Muslim Association  
123 Headlands  
Kettering  
NN15 6AD

**Madrasah Principal:** Salmaan Patel  
**Tel No:** 07762 915962  
**Email:** ketteringmadrasah@gmail.com

## **Admissions Policy and Guidelines**

- These policy guidelines are for those wanting to enrol their child/ren at this madrasah.
- Please read the guidelines carefully before submitting an application form for a place for your child.
- The aim of these guidelines is to ensure you are aware of the requirements for attending this madrasah.
- Keep these guidelines safe for your reference.

### **Introduction**

Islam is our Deen (way of life). A Muslim's every action should be pleasing to his Creator and Master – Allah. For us to please Him, it is essential that we learn about all aspects of Islam, which are not only the beliefs and the five pillars, but covers all the areas of life, including social etiquettes, financial transactions and moral ethics. For most of us, the starting point for this, after the parents lap, is the Madrasah. Thus, the importance and significance of this institution and those who teach in them must never be underestimated.

It is definitely a "new experience" and even a "challenge" for parents whose child is starting Madrasah for the very first time. Your child will learn various things in Madrasah, including recitation and memorisation of the Quran, duas for different occasions, fiqh, hadeeth, Islamic history, and much more. However, as parents and as a community, if we want our children to be pious, respectful, obedient and true Muslims, positively contributing to the society, then we have to also ensure that our lifestyle at home is compatible with the values, morals and principles of Islam.

Thus, simply sending a child to Madrasah does not discharge our duty as parents/guardians. It is essential we all realise that true, beneficial knowledge is that which is put into practice and try our best to facilitate and nurture this in the home by providing the religious environment and being role models for the child. May Allah give us the ability to carry this out in the best way pleasing to Him. Ameen.

### **1. Admission and Age**

- 1.1 The minimum age for admission is 6 years.
- 1.2 If your child does not meet the minimum age, we will automatically place the admission for the following year.
- 1.3 The Madrasah Principal has the responsibility for determining the admission arrangements for the Madrasah.
- 1.5 The Madrasah has an annual admissions limit. Once all places are full and the limit has been reached, admission will not be granted.
- 1.6 Priority for admissions will be given to those living in Kettering and close by over those living in other towns which already have a masjid or madrasah. Priority is also based on a

'first come, first served' basis. All admissions are dated and dealt with in date order. It is in your interest that you return the application form to us as soon as possible.

## **2. Timescales and Admission Procedure**

- 2.1 New pupils start with the commencement of the new academic year, usually in September.
- 2.2 Admissions during mid-term affect and disrupt our classes, and it is very difficult to settle a child who joins mid-term in addition to issues such as catching up. Thus, admissions during mid-term are discouraged and are at the discretion of the Madrasah Principal.
- 2.3 Applications must be submitted as soon as possible by filling in the Madrasah application form. This is also for children who already have siblings enrolled. Verbal communication will not be sufficient. It is in your interest to ensure we receive your completed admission form by contacting us approximately a week after sending it.
- 2.4 To ensure we receive this form, please deliver it by hand to a staff member.
- 2.5 A **COPY** of the child's Birth Certificate must accompany all forms. **Never send in the original.**
- 2.6 All application forms must reach us before the deadline date if it is included on the form, for admissions into the immediate academic year. Those forms received after this date may not be considered.
- 2.7 We will inform you on whether your application has been successful. If for some reason you do not hear from us, please contact the Madrasah Principal.
- 2.8 All admission queries must be submitted **in advance of the deadline.**
- 2.9 If your admission is not successful for a reason other than not being the relevant minimum age, we will write to, email or telephone you explaining the reasons. If no communication is received from us within a week of submitting the form, please contact us.
- 2.10 Any special circumstances, requirements and special educational needs must be reported to the Madrasah prior to admission. This includes expulsion from a previous establishment, behavioural problems, disabilities and any other such information that would be of interest to the Madrasah.

## **3. Madrasah Times and Attendance**

- 3.1 Our Madrasah runs at present, from 5.00pm to 7.00pm, Monday to Friday. Children should begin arriving no earlier than 4.45pm. **No student is to come after the stated time of his or her session, nor leave before the end of that session.**
- 3.2 If any salah should fall just before, or at 7.00pm, the Madrasah will end after the salah. No student will be allowed to leave before.
- 3.3 **Attendance for all five days is compulsory.** Continued or regular absence would deem a breach of the Madrasah rules and may result in the child being removed from the Madrasah.
- 3.4 Children must start on the first day of the new academic year as stated and no leave should be sought. Only under exceptional circumstances will a delayed start or leave be granted and this will be at the discretion of the Madrasah Principal and subject to permission being granted.
- 3.5 Parents/guardians must ensure that the child maintains good timekeeping and attendance. It is the parents/guardians responsibility to notify the child's teacher or the Principal in writing of any absences and lateness.
- 3.6 Persistent absences and inconsistent timekeeping will not be tolerated and may lead to the child being reprimanded, suspended or expelled from the Madrasah.
- 3.7 One major issue faced by parents/guardians is that of transport to and from Madrasah. To address this, some taxis have kindly offered their services at a subsidised rate for all Madrasah students. Please ask us for more information. Parents/guardians living close to each other are encouraged to arrange transport mutually.
- 3.8 Parents/guardians must carefully consider the implications of taking their child/ren out of Madrasah during term time. In our experience, this has a negative effect on the child's Madrasah education. However, we do recognise that it is sometimes unavoidable to take your child out of Madrasah during term-time. For such occasion we would allow up to 3 weeks in the Madrasah academic year, subject to the Madrasah Principal receiving a Holiday Request Form and permission being granted. It will be the parents/guardians responsibility to make sure the child/ren maintain revision of their lessons and continue learning ahead,

according to their ability, as the Madrasah will not make any special allowances for loss of progress. Any un-authorized absence beyond the agreed time without just reason would constitute a breach of the Madrasah rules and could result in the child being reprimanded, suspended or expelled.

#### **4. Payments and Madrasah Fees**

- 4.1 All text books and study material will need to be paid for.
- 4.2 The Madrasah operates on **fees**, fixed as **an annual payment (covering approx. 200 days of class)**, with 3 payment options:
  - a) at the beginning of each month, over 12 months.
  - b) as one lump sum at the beginning of the academic year (September)
  - c) as two equally spaced instalments over the year.
- 4.3 Annual fees are £300 for 1 child, £480 for 2 and an extra £180 for every additional child from the same family thereafter. If your child has started mid-year, fees will be adjusted accordingly.

The annual £300 is divided for the 12 monthly instalments as follows:

£25.00 for 1 child

£40.00 for 2 siblings and

An extra £15 for every additional sibling thereafter

- 4.4 Parent/guardians may be notified of dates when the instalments will be due at the beginning of each year. If your child leaves, please inform the Madrasah and cancel any direct debits.
- 4.5 Please ensure all payments are made if you want your child/ren to remain enrolled in the classes.

**Note:** This is a very nominal contribution in proportion to the services your child receives, and it is reflective of the ethos that a Madrasah education should be accessible to all. How much we are willing to spend on the child's worldly welfare should be kept in mind, despite it holding less importance than religion and the welfare of the hereafter.

If the full fee cannot be paid or afforded for genuine reasons, then please talk to us by contacting the Chairman Inam Khan on tel. no. 07557778844.

#### **5. Drop off and Collection**

- 5.1 When collecting your child/ren you must wait in the designated waiting areas without disrupting the lesson.
- 5.2 In the event you are going to be late in collecting your child/ren please try to make alternative arrangements and notify the Madrasah as soon as possible and within reason.
- 5.3 Please use the segregated entrances for men and women which are located separately. Please observe and respect the hijab rule in and around the premises. This includes the lowering of the gaze.
- 5.4 Anyone coming to drop off or pick up a child/ren is required to adhere to traffic regulations around the Madrasah. Vehicles should be parked sensibly and not blocking any of the entrances of the local residents. If each person is sensible, responsible and courteous, then we will have a smooth flow of traffic. It is only on someone becoming selfish that causes a problem and a nuisance to all. Anyone who is constantly causing problems and/or subject to a complaint will be cautioned. If the problem persists, then this may have an effect on the child/rens place/s at the Madrasah and the matter may even be referred to the relevant authorities.

#### **6. Uniform Policy**

- 6.1 The Madrasah holds the uniform as an important and integral part of its base. Uniform is essential for the discipline of the child and to help develop an Islamic identity. It also gives the child a closer feel to the importance of a modest dress code for everyday life. The

Madrasah uniform is as below. Please ensure that your child wears the correct uniform at all times.

**Male:** Long jubah/thobe & Hat (qalansuwah)

**Female:** Abayah & Headscarf

- 6.2 Students should preferably be wearing bright clothing, especially during the winter months.
- 6.3 Stationary, bags, coats or any other item that has animated images are not allowed.
- 6.4 A general level of hygiene and cleanliness should be maintained by students at all times, such as clean attire, cutting of fingernails etc.
- 6.5 Clothing for the boys should be above their ankles and for the girls, below.

## **7. Rules, Regulations and Procedures**

- 7.1 By submitting an application form, you are agreeing to follow and abide by all the rules, regulations and policies of the Madrasah. Complete copies of all our policies are available on request.
- 7.2 All the rules and regulations pertaining to the Madrasah must be followed at all times by **ALL** parents/guardians and students. It is the duty of the parents/guardians of applicants to obtain and familiarise themselves with them.
- 7.3 The Madrasah will not tolerate any inappropriate behaviour, foul or abusive language, threatening or violent conduct by students, parents/guardians or anyone else towards any member of staff, management, students or anyone else. Such behaviour may result in it being reported to the appropriate authorities and may lead to an instant dismissal.
- 7.4 All concerns and queries must be directed to the Madrasah Principle or Chairman and in the correct manner.
- 7.5 Rules, regulations and procedures are there for the benefit and safety of the children and the smooth and efficient running of the Madrasah. There will be no exceptions. Please do not ask for exceptions to these on account of relationships and/or position. Breaking or challenging them will not benefit anyone, especially the children.
- 7.6 Rules, regulation and procedures may be amended when deemed necessary and parents/guardians informed.
- 7.7 Please note that for the purposes of communication with parents, the Madrasah classes each have their own watsapp groups consisting of parents and staff. The policy for these groups is available on request.
- 7.8 By signing the application form, parents also agree to allow the Madrasah to use their personal information for admin and communication purposes. For the full data protection policy in line with gdpr requirements, please ask.

## **8. Queries**

Detailed copies of our policies may be found on the KMA website, [www.ketteringmuslim.co.uk](http://www.ketteringmuslim.co.uk) or available on request. If you have any questions or require clarification, please do not hesitate to contact the Madrasah Principal. We will endeavour to help in any way we can. Please note that if for some unfortunate reason we don't get back to you in a reasonable amount of time, do ask again.

**PLEASE KEEP THIS FOR YOUR OWN RECORDS**