

## Applications Procedures:

1. Applications are only accepted on an official Madrasah Baytul Ilm application form obtained from the Madrasah office. No verbal or telephone application will be accepted.
2. Completed applications must be handed to the Madrasah office.
3. All applicants whether successful or unsuccessful will be notified by the Madrasah in writing.
4. Completion of an application form does not constitute admission to Madrasah. The Madrasah reserves the right to refuse or reject applications.
5. Any declaration of false information on application or incomplete application form will be rejected. The Madrasah may not contact parents if an incomplete application is submitted.
6. In order to verify the age of the applicant, the Madrasah will require the applicant to provide ID, this could be a copy of birth certificate or a passport copy. Failure to provide a valid form of ID may result in the application being rejected.
7. We try to ensure that as many applicants as possible are offered places. However, in some instances this is not possible. Where applications for admission exceed the number of places available the following criteria will be applied:

> *Those children who have a sibling attending the Madrasah.*

> *Priority will be given to those children whose permanent place of residence is within the surrounding area of the Madrasah and are residing closest to the Madrasah.*

***You will be given a copy of the Madrasah General rules of conduct document when your child has been granted a place and your child will only be admitted after the above document declaration has been signed.***



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## Application Form 2020



OFFICE USE ONLY

Date Application Received: DD / MM / YYYY

Name: \_\_\_\_\_ Date of Birth DD / MM / YYYY

Approved By: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: DD / MM / YYYY

Birth Certificate Verified: YES  NO

Please note that this Application Form must only be filled out for your Child/ren to be enrolled in the Introductory (Beginners) Class.

**Introductory (Beginners) Class Age is between 4 and 5 years.**

**Applications cannot be processed if the applicant is: a) Under the age of 4 or b) Over the age of 5**

**Section A. Details of applicant:**

Forename(s):  Date of Birth: DD / MM / YYYY

Surname:  Gender: Male  Female

Address:   
  
 Postcode

Language(s) Spoken at Home:

Home Telephone Number:

Name of GP:

GP Telephone Number :

Is your child involved with the Social Services? YES  NO

Is your child under any Civil / Family proceedings? YES  NO

Does your child have Special Education Needs (SEND)? YES  NO

Does your child have an Education Health Care Plan (EHCP)? YES  NO

Does your child have Asthma? YES  NO

Does your child have disability / difficulty in Vision? YES  NO  *If answered YES then please provide further details*

Does your child have disability / difficulty in Hearing? YES  NO  *If answered YES then please provide further details*

Does your child have disability / difficulty in Speech? YES  NO  *If answered YES then please provide further details*

Does your child have any allergies? YES  NO  *If answered YES then please provide further details*

**Section B. Details of parent:**

Name of Father  Occupation

Name of Mother  Occupation

If your address is different from your child's address then please fill in your address

Address:   
  
 Postcode

Home Telephone Number:

Mobile Number:

Email Address:

**Section C. Emergency contact details:**

1) Name:  Relationship to child:

Contact Number:

2) Name:  Relationship to child:

Contact Number:

**Section D. Details of other children attending at Madrasah Baytul Ilm**

Name:  Age:  Class:

Name:  Age:  Class:

Name:  Age:  Class:

Name:  Age:  Class:

**DECLARATION**

I DECLARE THAT ALL THE INFORMATION GIVEN IN THIS FORM IS TRUE AND I UNDERSTAND THAT THE COMPLETION OF THIS APPLICATION FORM DOES NOT CONSTITUTE ADMISSION TO MADRASAH

Signed:

Date: DD / MM / YYYY

Print Name:

Please enclose a photocopy of the child's birth certificate. Applications cannot be processed until the necessary document is received.