



SHADWELL MAKTAB

143-145 Shadwell Jame Masjid, Martha Street London E1 2QB. Tel: 020 31586320

ADMISSION FORM

Student Details

Name:

Date of Birth: Age: Male Female

Address:

Postcode: Home Telephone:

Parent's details

Father's Name: Mobile: Email:

Mother's Name: Mobile: Email:

Emergency Contact 1: Relation with the Student:

Emergency Contact 2: Relation with the Student:

Medical details

Any Disability or illness: (Please describe):

Name of GP: Telephone:

Address:

Details of previous course

Surah Qaidah Amparah Quran Shareef Hifz

Previous evening Madrasah / mosque name:

Details of day school (Full time)

School name:

Address: Telephone:

For office use only

ICBAP Level

Admission fee: £ 20.00 Paid: Yes / No Note: _____

Tuition Fee Annually £480. []

Quarterly: £135 every 3 months. []

Monthly: £50 []

Monthly (Standing Order): £45 (discounted rate) []

Class Room Name: _____

Class start:
.....

Approved by: _____

Once approved, please pass on to admin for registration.



Maktab rules, regulation and agreement

Rules & Regulations

- Children will not be allowed to leave during class hours unless prior arrangements have been made with the teacher.
- Teachers must be respected and obeyed at all times. Good behaviour towards peers is also expected.
- A one-off registration fee of £20.00 per child and an annual tuition fee of £480 apply.
 - Alternatively, fees may be paid as follows:
 - Quarterly: £135 every 3 months
 - Monthly: £50
 - Monthly (Standing Order): £45 (discounted rate)
- Monthly fees must be paid in advance by the first Monday of each month.
- In extreme circumstances, the Maktab reserves the right to suspend or expel a child.
- If parents/guardians wish to appeal a suspension or expulsion, they may submit a formal written appeal to the Head Teacher.
- Any child found damaging Maktab property or seriously misbehaving will face appropriate consequences. Parents may be held liable for repair or replacement costs. Please ensure your child understands the importance of respecting Maktab rules and property.
- Parents with any queries must contact the office and should not approach teachers directly.
- Timetable: Monday – Thursday, 5:00pm – 7:00pm.
- Students are encouraged to arrive 5 minutes early to ensure a prompt start. The Maktab door will close 15 minutes after the session begins. Late arrivals will only be admitted if a parent sends a message explaining the delay.
- Parents are kindly requested not to enter classrooms unless they have a prior appointment. This ensures lessons are not disrupted.
- Absences due to illness, holidays, or other reasons must be communicated to the office in advance where possible.
- Mobile phones must be switched off and kept away during class unless permission is given by the teacher.
- Parents must ensure that the Maktab has up-to-date emergency contact information at all times.

Holidays & Closures

- The Maktab will aim to close in line with school term holidays, as follows:
 - 5-day holiday: Maktab will close for 2 days
 - 10-day holiday: Maktab will close for 4 days
 - 6-week holiday: Maktab will close for 2 weeks
- During school holidays, class timings will usually shift to 10:00am – 12:00pm (morning sessions).
- The Head Teacher will decide the exact closure dates based on each holiday period.
- The Maktab will also be closed on Bank Holidays, both Eid days, and usually during the last 10 days of Ramadan.

Uniform

- Boys: White Panjabi/Jubbah, Black trousers, White hat (Topi)
- Girls: Black Burka and White Scarf

Agreement

I agree to comply fully with the above rules and regulations and confirm the following:

- Submission of an application form does not guarantee a place.
- I confirm that the information given in this application is correct.
- Unsigned applications will not be accepted.
- Only children of the correct age will be admitted to each respective class.
- I will not interfere with the operation of the Maktab.
- Any complaints will be submitted in writing directly to the Head Teacher.
- I will not approach or intimidate any teacher under any circumstances.
- I accept responsibility for any damage or injury caused by the child named in this application.
- I will ensure my child attends the Maktab on time, in full uniform, and is collected promptly after class.
- I accept full responsibility for my child's safety when travelling to and from the Maktab.
- I understand that if any of the above agreements are broken, the Maktab has the right to take appropriate action.

Parent's/Guardian's Name: _____

Signed: _____

Relationship to Applicant: _____

Date: _____
