

Weekend Quran Club Application Form



School Principal: Dr. Arshad Jamal

117 Tennyson Road, Luton, Beds LU1 3RR
DCSF No. 821/6011- Charity No. 1123924
Telephone: 01582-518800

Personal Details

*Name of Child:

*Date of Birth: *Gender: Boy / Girl (please circle)

*Address:

..... *Postcode:

*Telephone (with STD):

Nationality: Place of Birth:

Religion: Number of children in family:

Parents/Guardians:

*Name of *Father* / Guardian:

Country of Origin:

Address if different from above:

..... Postcode:

*Telephone (home): (Work):

*Email Address.....

*Name of *Mother* / Guardian:

Country of Origin:

Address if different from above:

..... Postcode:

*Telephone (home): (Work):

*Email Address.....

Information In Case of Emergency

Name: Telephone:
Address:
..... Postcode:
Relationship to Child?

About Your Child

Is your child able to read Qur'an?: Yes No
How much of the Qur'an has your child memorised? *List the Surah's below*
.....
Does your child attend a Mosque Yes No
Name and Address of Mosque:
.....
Please use the space below to tell us any other additional information about your child:
(use a separate sheet if necessary)
.....
.....

Medical Information

Name of Child's Doctor:
Name of Surgery and Address:
.....
Postcode: Telephone:
Does your child suffer from any illness, disability or allergy? Yes No
If Yes, please give further details:
.....
Does your child have any special dietary requirements? Yes No
If Yes, please give details, particularly of the foods to avoid:
.....
Does your child wear glasses? Yes No
Does your child wear a hearing aid? Yes No
Will your child be bringing any medication to school? Yes No
If Yes, please give details:
.....
Any other important medical information?
.....
I / We hereby give permission for any member of school staff who is a paediatric first aider to administer emergency medicine, advice or treatment , and to take my child to hospital should the need arise.
I / We will not hold the school responsible for the implementation of the above.
Signature: Date:

Use of photos

Sometimes we upload children's photos and videos on the school website. If you disagree with taking pictures or videos of your child please tick the box below, otherwise please leave blank:

I do **not** give permission for my child's photos and videos to be used by the school for any purpose.

Declaration

I am applying for the Weekend Quran club classes and certify that all the above details are correct to the best of my knowledge. I undertake to honour in full the requirements of my child's agreed study programme, and all School Rules, Regulations and Policies.

I have returned this completed form and adhere to the **£20 monthly fee charge**
(non-refundable & not part of the tuition fees)

I agree to pay the fee on a monthly/termly basis (please cross out one). I acknowledge and agree that all monies paid to Oakwood primary school are non-refundable.

Full Name (please print):

Signature of Parent / Guardian: Date:

Please return completed application form to the above address, Thank you.

Thank you for your co-operation.

Please remember to keep us informed of any changes in your circumstances so that records can be updated. All personal information is kept strictly confidential and will only be passed on in an emergency or official situation.

*Areas with the asterix MUST be filled in.

For administrative use only

Name of Child:.....

Application received on:/...../.....

Action Taken: 1) Admitted 2) Waiting List 3: Apologised

Oakwood primary school

Weekend school club Qur'an classes

REGISTRATION PROCEDURE AND CONDITIONS OF ENTRY

Registering for a place at Oakwood Primary School.

All Primary school children will be given priority to join the Qur'an classes. Initial assessments of children's levels will be carried out in class by the children's teachers. A completed Admissions Form should be sent to the Admissions Secretary at the address below or handed to the teacher, along with the **Fee of £20 (this fee is non refundable)**. The admissions form is a legally binding contract between parents and the school and must be signed by both parents unless one parent has sole custody.

Offer and Acceptance of a place.

Upon completion of the admission form offers will be made subject to availability and on the candidate satisfying the school's entrance criteria. An offer letter will subsequently be sent along with an acceptance form. Parents should complete the Acceptance Form if they wish to take up the offer.

General Terms & Conditions of Admission

Islamic Ethos

Oakwood Primary School is an independent Muslim school founded upon the Islamic ethos. Teachers, Pupils and parents are expected to demonstrate the appreciation and commitment to the Islamic faith.

Payment of fees

The monthly fees are £20 per child. There is no concession for siblings. Should there be a position available in school in the middle of a term and parents wish to apply, you will be required to pay the whole months fee.

Persons responsible for Payment of Fees and Extras

Parents and/ or any other person who undertakes payments of fees will be jointly and severally liable to pay fees notwithstanding any charges in family circumstances for the entire period the pupil is on the school register. Fees can be paid on a monthly or a termly basis.

Non-payment of Fees and/ or Extras

The school may suspend a pupil from attending, or require the parents to withdraw the pupil permanently, if fees are not paid promptly by the due date. Fees due are payable in full in such circumstances.

Deferment of Fees

Fees must be paid in full and on time. If there are genuine reasons for deferment, any request must be made in writing with supporting evidence and given to the Head teacher. The head teachers decision will be final.

Withdrawal/ Change of status

A full months notice of intention to withdraw a child from the Quran club must be given in writing to the Head Teacher, otherwise you will be liable to pay the next months fees. All Fee Payments are non- refundable.

Special Educational Needs (SEN) policy

In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. We request all SEN children to come to school for initial screening. It is at this stage that we can negotiate with the parents the terms and condition of admission.

Absence during term time

Accept in the case of illness, no pupil may be absent from the club without prior permission in writing from the Head Teacher. Parents who remove their children from the club during term time will still be liable to pay the club fees while their child is on the school roll.

Exclusion and suspensions

The Head Teacher has the right, if considered appropriate in the interests either of the pupil or of the school, to exclude a pupil permanently or for a limited period. In the case of temporary exclusions the Head Teacher's decision is final. In case of permanent exclusions parents may choose to appeal.

Children pick up and drop off

Please discuss with the teachers regarding pick up and drop off timings for your child. Since there are various levels of Quran classes the times vary. For further information please refer to our website.

Children attending the Quran classes should arrive through the school office door on Tennyson Road, they will then be escorted to their classrooms by the teachers.

All parents are requested to collect their children at the appropriate times mentioned on our literature from the Main Gate on West Hill Road. Parents are reminded please NOT to ring the school door bell since there will be no attendance at the doors.

Parent Name

Signature

Date

Admission Secretaries, 117 Tennyson Road, Luton, Beds, LU1 3RR
Tel: 01582 -518800 Fax: 01582 - 512191
admin@oakwoodprimary.co.uk

Qur'an Pre-Entry Assessment

(OFFICIAL USE ONLY)

READING:

- Cannot read
- Recognises some letters individually written
- Read all letter individually written
- Reads slowly with some mistakes
- Reads slowly with no mistakes
- Reads with applying some of the rules of Tajweed
- Reads with Tajweed

MEMORISATION:

- No surahs
- 3 surahs
- 3-10 surahs
- 10-15 surahs

- 1/2 of Juzz
- 1 juzz
- 2 juzz
- other _____

LEVEL:

- Level 1
- Level 2
- Level 3
- Level 4
- Level 5
- Level 6
- Level 7

Additional note (if needed):

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Survey

How did you first hear about Oakwood primary school?

(please tick)

- Leaflet
- Masjed
- School website or Google
- Local radio advert
- Facebook
- Poster/banner in town
- Word of Mouth from a friend
- Local Education Authority
- Local event
- other