

# MCC Madani Madrasah Application Form



Applicant's Details		
Applicant's Forename(s):	Applicant's Middle Name (if any):	Applicant's Surname:
Date of Birth:	Place & Country of Birth:	Nationality:
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Sibling(s) in Madrasah (if any):	Mother tongue:
Address: City: Post Code:		Other languages spoken:
Current School:	School Year:	
Previous / Current Madrasah (Full Name):		
Current Level of Education:		
Beginner / Qaida: <input type="checkbox"/>	Qur'an: <input type="checkbox"/> Juz : _____	Other Kitabs / Subjects:
Parents/Guardians' Details:		
Name of Father/Guardian:	Occupation:	Home Tel:
		Work Tel:
Address (if different to above): City: Postcode:		Mobile:
		Email:
Name of Mother/Guardian:	Occupation:	Home Tel:
		Work Tel:
Address (if different to above): City: Postcode:		Mobile:
		Email:
Emergency Contact Details (Other than Mother / Father):		
Name of Emergency Contact:	Relationship to Applicant:	Home Tel:
		Work Tel:
Address: City: Postcode:		Mobile:
Applicant's Medical Conditions:		
Does the applicant have any disability, illness, allergy or any other medical conditions?	Medication Taken (if any):	
Doctor's Name:	Telephone No:	Does the Applicant Have a 'Statement of Special Educational Needs'? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Surgery Name and Address:		
Notes from Parent(s) / Guardian(s)		
Please use this space if you wish to provide any special notes or guidance to the Madrasah regarding your child's circumstances:		
Applying For:		
Hifz Class: <input type="checkbox"/>	Islamic Studies Class: <input type="checkbox"/>	Early Years Class: <input type="checkbox"/>
Please select session: After School Session: <input type="checkbox"/> Community Session: <input type="checkbox"/>		
Fiqh School Of Thought (Madhab) Followed:		
Hanafi: <input type="checkbox"/>	Shafi'i: <input type="checkbox"/>	Maliki: <input type="checkbox"/>
	Hanbali: <input type="checkbox"/>	Other: <input type="checkbox"/> (please specify) _____

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## Documents Required:

- 1) Latest Madrasah Report:
- 2) Passport Copy or Birth Certificate:

## Rules and Regulations

### Attendance & Punctuality:

1. All absences and late arrivals must be supported by a phone call or a letter on arrival.
2. Health or education related absences or late arrivals require a letter from the institute, where possible, prior to the absence or late arrival.
3. Excessive number of late arrivals or absences will result in disciplinary action.

### Rules and Regulations:

1. All students must comply with Islamic teachings and ethos. Any form of disrespect, foul language, bullying, misbehaviour or disruption will lead to disciplinary action deemed appropriate by the Head.
2. The Madrasah has a zero tolerance policy against any form of abuse towards staff.
3. Damage caused to Madrasah property will have to be repaired or replaced.
4. Mobile phones must be handed in to a member of staff upon arrival. All other toys, gadgets etc brought to Madrasah will be confiscated.
5. All Kitabs, exercise books and writing equipment should be brought to Madrasah on a daily basis.
6. Students should adhere to the Madrasah dress code and dress in a modest, clean and tidy manner at all times.
7. The Madrasah aims to ensure a positive and progressive learning environment. To achieve this, a set of disciplinary measures are adopted which range from rewards to sanctions.
8. The madrasah has the right to suspend/exclude any student and parent(s)/guardian(s) will not be able to take legal action against the madrasah.
9. If any student is excluded from the madrasah or decides to leave for whatever reason during the academic year, the madrasah will not refund any fees that have been paid.
10. The madrasah must be notified of any changes in personal details immediately.
11. Information regarding fees can be available on our website.

**Our full range of policies are available on our website:** [www.mccmadrasah.co.uk](http://www.mccmadrasah.co.uk)

## Consent For Communication:

**Do you consent to receive messages from MCC Madrasah via text or WhatsApp:**

Yes:

No:

## Declaration

I declare that the information I have provided on the application form is true and accurate to the best of my knowledge. I accept, understand and agree to abide by the rules of the Madrasah and I am also aware of the fact that the Rules and Regulations are often under review and subject to change. I also give permission for a member of staff to administer appropriate medical assistance in the event of it being necessary.

Please return this application form with the supporting documents (copies of: latest madrasah report if available and passport/birth certificate) to the Madani reception desk for the attention of the Head of Madrasah or alternatively you may hand the form directly to the madrasah teacher or the Head of Madrasah.

Parents or Guardian's Signature:  _____	Print Name:  _____	Date:  _____
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## OFFICE USE ONLY

### Receipt of Documents

Madrasah Report:

Yes:

No:

Passport/Birth Certificate: Yes:

No:

### Admission Details

Application Successful:

Yes:

No:

Enrolment Date:

Class:

Notes: