



Al-Furqaan Prep School

Drill Hall House, Bath Street, Dewsbury, WF13 2JR
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REQUEST FOR ADMISSION - Please complete all sections

Child's full name: _____ D.O.B ____/____/____

Father's Name: _____ Mother's name: _____

Address: _____

Postcode _____

Tel (Home): _____ Tel (Mob): _____

I would like to request admission at Al-Furqaan Prep School for my son/daughter _____, who is currently attending (Name of School/Nursery): _____ in Year Group: _____

My Reason(s) for choosing this school is/are sincerely:

I have ____ child/children attending Al-Furqaan Preparatory school who is/are:

Name _____ Class: _____

Name _____ Class: _____

Name _____ Class: _____

REFEREES

I enclose 2 references (as detailed below),

1) Of an *Aalim*:

Name _____ Signature: _____

Address/ Tel: _____

2) Of a *member of the community*:

Name _____ Signature: _____

Address/ Tel: _____

Necessary documents to be accompanied with this application:

(Your application will not be processed until these documents are forwarded)

1. I have enclosed a copy of my child's latest school/nursery report

2. I have enclosed a copy of my child's birth certificate

Please Note:

**THIS FORM IS JUST A REQUEST FORM AND DOES NOT GUARANTEE YOUR CHILD A PLACE AT THE SCHOOL.
ACCEPTANCE OF ALL APPLICATIONS WILL BE AUTHORISED BY THE SHURA (COMMITTEE)**

RULES AND REGULATIONS

- 1) All new applicants will be required to take an admission test
- 2) All students must wear Islamic uniform:
For boys, Navy blue Kurta (knee length), Trousers (that stay above the ankles at all times), Sweatshirt with school logo and a White topi. Hair must be cut according to the Islamic principles (short back and sides or any other styles are not allowed). The material for the uniform must be obtained from the school.
For girls, Navy blue pinafore, Trousers, Cardigan with school logo and a White Scarf, which covers all the hair.
The School PE kit encompasses:
For boys: A plain white t-shirt, black bottoms.
For Girls: A plain, navy or black, knee-length, long-sleeved dress/top and black bottoms.
All students must also bring suitable outdoor and indoor footwear.
- 3) Punctual attendance from 8.30am to 2.15pm is necessary from Monday to Thursday and 8.30am to 11.45am on Friday.
- 4) Students are expected to arrive on time for classes and any late arrivals or early leaves will not be tolerated except in exceptional circumstances supported by confirmation from a parent/guardian.
- 5) School must be informed about any absences through phone or letter by the parent/guardian on the first day of absence. Absences of 2 weeks or more without prior authorisation may automatically terminate the student's place in the school.
- 6) Any student who leaves the school without notice/a valid reason will only be put back on the waiting list at the discretion of the school.
- 7) The school does not allow leave during term time (except in extenuating circumstances).
- 8) The method of teaching will be at the teacher's discretion.
- 9) Parents shall be expected to ensure that any homework/tasks given to students is/are completed and submitted on time.
- 10) The school shall not be responsible for transport arrangements to/from the school, nor for any incident occurring outside school premises on any such journey.
- 11) Any queries or complaints should be made only to the Head teacher and not directly to a teacher. Lessons must not be interrupted by any parent or representative whilst teaching is in progress.
- 12) Misbehaviour or misconduct will not be tolerated from any student and appropriate action will be taken. All parties will comply with school policies and procedures.
- 13) Al- Furqaan Preparatory School reserves the right to expel any student when school policies and procedures are not adhered to. Anyone who is expelled will have no legal remedy against Al-Furqaan Preparatory School.
- 14) Parents are responsible for informing the school of any medical/health problems your child may have.
- 15) Parents/Guardians will not interfere with regards to the running and arrangements of the school.
- 16) School fees should be paid as one annual payment either at the beginning of the school year, in three payments at the beginning of each term or as decided by the school.
- 17) Based on the Admission criteria, acceptance of all applications will be decided by the Governing Body. Any direct or indirect influence will not be tolerated.
- 18) All the above Rules and Regulations and any additional policies and procedures decided by the Head teacher or Governing Body will have to be followed.
- 19) Any false information given or any required information undisclosed will be liable for immediate dismissal.

PARENT/ GUARDIAN DECLARATION

	Yes	No
Does your child have any special educational or learning needs?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please state need _____		
Is the child known to have any behavioural problems/issues?	<input type="checkbox"/>	<input type="checkbox"/>
I agree to pay the fees and expenses as and when they are due	<input type="checkbox"/>	<input type="checkbox"/>
I have read and understood the rules and regulations of the school as stated above and agree to abide by them	<input type="checkbox"/>	<input type="checkbox"/>
I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT I WILL BE HELD FULLY RESPONSIBLE SHOULD I HAVE FAILED TO DO SO.		
Your brother/sister in Islam,	Date ____/____/____	
Signature of father: _____ Signature of mother: _____		

FOR OFFICE USE ONLY:	
Application Received on ____/____/____	
<ul style="list-style-type: none"> ▪ Assessment Yes <input type="checkbox"/> No <input type="checkbox"/> ▪ Admitted Yes <input type="checkbox"/> No <input type="checkbox"/> ▪ Class R <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> ▪ Comments _____ 	