



# Al-Furqaan Prep School

Drill Hall House, Bath Street, Dewsbury, WF13 2JR  
01924 453661 | info@alfurqaanschool.org | www.alfurqaanschool.org

## APPLICATION FORM

Please complete **BOTH** sides of this form in **BLOCK CAPITALS** and sign it on the back.

<b>Child's Full Name:</b>		<b>D.O.B</b>	
<b>Address:</b>			
<b>Postcode:</b>			
<b>Gender:</b> Male / Female		<b>First Language:</b>	
<b>Gender:</b> Male / Female		<b>Ethnicity:</b>	
<b>Father's Name:</b>		<b>Tel.</b>	<b>Email:</b>
<b>Mother's Name:</b>		<b>Tel.</b>	<b>Email:</b>
I am applying for a place at Al-Furqaan Prep School for my child, who is presently attending (Name of School/Nursery): _____ and is in Year Group: _____.			

**Does your child have any medical conditions that might affect their school life? If yes, please provide details:**

\_\_\_\_\_

**Is your child on a Special Educational Needs (SEN) plan or a Health Care Plan(HCP)? If yes, please provide details.**

\_\_\_\_\_

**Please state your reason(s) for choosing this school:**

\_\_\_\_\_

**REFEREES:** Please provide names of two referees as outlined below:

1) **Of an Aalim, Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_ **Tel.** \_\_\_\_\_

2) **Of a member of the community, Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_ **Tel.** \_\_\_\_\_

**Required Supporting Documents**  
*Please note: Your application will not be processed until all of the following documents have been submitted. Please tick the boxes below to confirm each document is enclosed.*

A copy of your child's most recent school or nursery report is enclosed.  
 A copy of your child's birth certificate is enclosed.  
 A copy of your child's SEN or Health Care Plan is enclosed (if applicable).

**PLEASE NOTE: THIS FORM SERVES ONLY AS AN APPLICATION REQUEST AND DOES NOT GUARANTEE A PLACE FOR YOUR CHILD AT THE SCHOOL.**  
**ALL APPLICATIONS ARE SUBJECT TO APPROVAL BY THE GOVERNING BODY.**

**RULES AND REGULATIONS**

21. All new applicants will be required to take an admission test.
22. All students must wear the school uniform:  
**For boys:** Navy blue kurta (knee-length), trousers (that remain above the ankles at all times), a sweatshirt with the school logo, and a white topi. Hair must be cut in accordance with Islamic principles (short back and sides or other styles are not allowed). Uniform material can be obtained from the school.  
**For girls:** Navy blue pinafore, trousers, cardigan with the school logo, and a white scarf that fully covers the hair.  
**PE Kit:**  
**Boys:** A plain white T-shirt and black bottoms.  
**Girls:** A plain navy or black knee-length, long-sleeved dress or top, and black bottoms.  
 All students must bring appropriate indoor and outdoor footwear.
23. Punctual attendance is required from **8:30 am to 2:15 pm, Monday to Thursday**, and from **8:30 am to 11:45 am on Friday**.
24. 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.
25. The school must be informed of any absence by phone, ClassDojo from the parent/guardian on the first day of absence. Absences of two weeks or more without prior authorisation may result in the automatic termination of the student's place.
26. Any student who leaves the school without notice or a valid reason will be placed back on the waiting list at the discretion of the school.
27. Leave during term time is not permitted (except in extenuating circumstances).
28. The method of teaching is at the discretion of the teacher.
29. Parents are expected to ensure that all homework and assigned tasks are completed and submitted on time.
30. The school is not responsible for transport arrangements to or from the school, nor for any incident occurring outside school premises or on any such journey.
31. Any queries or complaints must be addressed 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.
32. 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.
33. 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.
34. Parents are responsible for informing the school of any medical or health conditions their child may have.
35. Parents/Guardians will not interfere with regards to the running and arrangements of the school.
36. School fees should be paid as one annual payment at the start of the school year, or in three instalments at the beginning of each term, or as otherwise decided by the school.
37. Based on the schools Admission criteria, acceptance of all applications will be decided by the Governing Body. Any direct or indirect influence will not be tolerated.
38. All the above Rules and Regulations and any additional policies and procedures decided by the Head teacher or Governing Body must be followed.
39. Any false information given or any required information undisclosed will be liable for immediate dismissal.
40. Any pupil or family involved in any extremist views/activities will be liable for termination immediately.

**PARENT/ GUARDIAN DECLARATION**

	<b>Yes</b>	<b>No</b>
<i>Does your child have any special educational or learning needs? If yes, please provide details.</i>		
<i>Is the child known to have any behavioural problems/issues? If yes, please provide details.</i>		
<i>I agree to pay the fees and expenses as and when they become due.</i>		
<b>I have read and understood the rules and regulations of the school as stated above, and I agree to abide by them.</b>		

***I DECLARE THAT THE INFORMATION I HAVE PROVIDED 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.***

**Signature of Father:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Mother:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Application Received on \_\_\_\_/\_\_\_\_/\_\_\_\_

- **Assessment**      Yes       No
- **Admitted**      Yes       No
- **Class**      R  1  2  3  4  5  6
- **Comments**