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|  | **JAMEAH ACADEMY** | **PUPIL APPLICATION FORM** |
|  | *Striving for Spiritual & Academic Excellence* | 49 Rolleston Street Leicester LE5 3SD  (0116) 262 7745  admissions@jgacademy.co.uk |

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| **NOTES** | |
| 1. | All sections of the form must be completed in full and all documents must be provided. Failure to do so will result in the form being returned. |
| 2. | Accepting admission into the school means that you accept the Rules and Regulations (*at the back of this form*) of the Academy and ensure that these rules are explained to your child and she will be made to abide by them. |
| 3. | The applicant’s place within the Academy is subject to adherence to the Rules and Regulations, up-to-date payment of fees and punctual attendance. |
| 4. | Applicants will be required to take an admissions test and an interview. A decision regarding the applicant’s place will be made thereafter. |

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| **DOCUMENTS REQUIRED FOR APPLICATION** | | | |
|  | **Latest Madrasah Report** |  | **Passport Copy *or* Birth Certificate** |
|  | **Latest School Report** |  | **Any other Relevant/Supporting Documents** |

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| **APPLICATION DETAILS** | | | | | | |
| **Date of Application:** | | **Gender:** | | **Islamic Studies Option:** | | |
|  | | Male: | Female: | Hifz: | | ‘Alimiyyah: |
| **Siblings in School:** | | **Applying for Year Group:** | | | **Applying for Academic Year:** | |
| Yes: | No: |  | | |  | |
| **Name of Sibling 1:** | | **Name of Sibling 2:** | | | **Name of Sibling 2:** | |
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| **Where Did You Hear About Us?** |  |

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| **APPLICANT’S DETAILS** | | | | | | | |
| **Forename:** | | **Middle Name:** | | | **Surname:** | | |
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| **Date of Birth:** | | **City & Country of Birth:** | | | **Nationality:** | | |
|  | |  | | |  | | |
| **Address:** | | | **City:** | | | **Post Code:** | |
|  | | |  | | |  | |
| **Mother Tongue:** | | **Other Languages Spoken:** | | | | **Religion:** | |
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| **Method of Travel to School:** | | | | **Method of Travel from School:** | | | |
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| **Will the Applicant be dropped / collected from School by her parent / guardian?** | | | | | | | |
| Yes: | No: | (*If ‘no’: please provide details):* | | | | | |
| **Fiqh School of Thought (Madhab) followed:** | | | | | | | |
| Hanafi: | Shafi’ee: | Maaliki: | | Hanbali: | Other: | |  |

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| **MADRASAH EDUCATION** | | | | | |
| **Madrasah Name:** | **Dates of Attendance:** | | | | **Reason for Leaving:** |
|  | **From:** |  | **To:** |  |  |
| **Madrasah Telephone Number:** | **Madrasah Address:** | | | | |
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| **Qur’an Juz / Qaida Pg No:** | **Other Subjects Studied:** | | | | |
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| **SCHOOL EDUCATION** | | | | | |
| **School Name:** | **Dates of Attendance:** | | | | **Reason for Leaving:** |
|  | **From:** |  | **To:** |  |  |
| **School Telephone Number:** | **School Address:** | | | | |
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| **FATHER’S / GUARDIAN’S 01 DETAILS** | | | | | | | | |
| **Father’s / Guardian’s Full Name:** | | **Occupation:** | | | **Email:** | | | |
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| **Address *(****if different from above****)*:** | | | **City:** | | | | **Post Code:** | |
|  | | |  | | | |  | |
| **Home Tel:** | **Mobile Tel:** | | | | | **Work Tel:** | | |
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| **Relationship to Child:** | **Father:** | | |  | | **Legal Guardian:** | |  |

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| **MOTHER’S / GUARDIAN’S 02 DETAILS** | | | | | | | |
| **Mother’s / Guardian’s Full Name:** | **Occupation:** | | | **Email:** | | | |
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| **Address *(****if different from above****)*:** | | **City:** | | | | **Post Code:** | |
|  | |  | | | |  | |
| **Home Tel:** | **Mobile Tel:** | | | | **Work Tel:** | | |
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| **Relationship to Child:** | **Mother:** | |  | | **Legal Guardian:** | |  |

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| **EMERGENCY CONTACT DETAILS (*must be different from above)*** | | | | | |
| First Emergency Contact | **Emergency Contact Name:** | **Occupation:** | | **Relationship to Child:** | |
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| **Address:** | | **City:** | | **Post Code:** |
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| **Home Tel:** | **Mobile Tel:** | | **Alternative Tel:** | |
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| Second Emergency Contact | **Emergency Contact Name:** | **Occupation:** | | **Relationship to Child:** | |
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| **Address:** | | **City:** | | **Post Code:** |
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| **Home Tel:** | **Mobile Tel:** | | **Alternative Tel:** | |
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| **MEDICAL DETAILS** | | | | | |
| **Details of Any Disabilities, Illnesses, Allergies or Medical Conditions:** | | | | | |
| Migraine: | Bronchitis: | Asthma: | Eczema: | Diabetes: | Epilepsy: |
| Autism: | Allergies: | None: | Other: | *If ‘other’: please give details below:* | |
| **Details:** | | | | | |
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| **Details of any Regular Medication Being Taken:** | | | | | |
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| **Does the Applicant Have a ‘Statement of Special Educational Needs’?** | | | | | |
| Yes:  (*If ‘yes’: please provide a copy)* | | | No: | | |
| **Is the Applicant, or has been, on a SEND Register?** | | | | | |
| Yes:  (*If ‘yes’: please provide a copy of the report)* | | | No: | | |

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| **SURGERY DETAILS** | | |
| **Doctor’s Name:** | **Name of Surgery:** | |
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| **Surgery Address:** | | **Surgery Tel:** |
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| **ADDITIONAL INFORMATION** |
| Please use the space below to provide any further information that you feel will be relevant for the school in |
| providing care and support to your child and supporting your child’s educational needs. |
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| Please use space provided to explain why you wish for your child to attend the school. |
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| **RULES & REGULATIONS** | |
| 1. | **Admission:** The acceptance or refusal of any application is at the discretion of Jameah Academy. |
| 2. | **Attendance:** The school has a strict attendance and punctuality policy. Failure to comply may result in dismissal from the Academy. |
| 3. | **School Uniform:** This must be worn on-site, during travel to and from the school and during any off-site trips, unless otherwise instructed. |
| 4. | **Liability:** The parent/guardian will be responsible for any damage caused to the property, building and premises or similarly damage caused to another pupil’s property or belongings. |
| 5. | **Islamic Ethos:** Pupils are required to adhere to the Islamic ethos of the Academy which is inclusive of, and not restricted to, the correct dress code and hair-cuts, behaviour, manners, etiquettes and the offering of Salaah. |
| 6. | **Prohibited Items:** Gadgets, toys, jewellery and expensive items are prohibited in school. Any such items found will be confiscated and will require collection by the parent / guardian from the office. |
| 7. | **Discouraged Items:** Pupils are strongly discouraged from bringing mobile phones to the Academy as contact can be made via the Academy office. If a pupil has to bring in a mobile phone to the Academy, parents need to fill in a consent form and return it to the office. The pupil will hand in the mobile phone to the office upon arrival to school and will collect their mobile phone from the office at the end of each day. |
| 8. | **Illegal Items/Actions:** It is prohibited for any child to bring in items which are regarded as illegal as well as to carry out any activities or actions which are deemed illegal. Any such items found, or activities carried out will result in the school informing the authorities as well as removing the child’s name from the register. |
| 9. | **Bullying:** The school implements a strict Anti-Bullying policy. Furthermore, physical abuse will lead to exclusion and regular offenders may face permanent dismissal. |
| 10. | **Documents:** A full copy of the school’s Rules and Regulations, Safeguarding and Child Protection Policy, as well as any other policies, can be obtained from the Academy Office. |
| 11. | **Fees:** The parent/legal guardian will pay the full school fees at the beginning of the academic year (paid directly into the Academy’s bank account) **or** by a bank standing order payable over 12 months; first payment usually commencing in August and then continuing throughout your child’s school years. There is also a non-refundable admission fee, payable for all pupils before they start at the Academy. |
| 12. | **Parental Support:** To ensure that we achieve high academic standards and excellent Tarbiyyah within the Academy, we request the support of all parents/guardians to support the school’s Islamic ethos at home by promoting good social conduct and a positive attitude towards learning. |
| 13. | **Notice:** A term’s notice in writing must be given before removing a pupil from the Academy. Failing such notice of withdrawal, the fees for the ensuing half term must be paid. Fees in lieu of notice will be charged at the level in force at the time. |
| 14. | **Misconduct:** Jameah Academy has the right to demand the pupil’s immediate withdrawal without notice in case of serious misconduct without any obligation upon Jameah Academy to make any refund of fees already due or paid. |
| 15. | **Safeguarding:** Jameah Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share that commitment. |
| ***Changes to the Academy’s Rules & Regulations will be communicated to parents/guardians.*** | |

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| **FEES OVERVIEW** | | | |
| Admissions Test | £30.00 | | Payable on the day of the test |
| Admissions Fee | £160.00 | | After a place is offered prior to starting |
| Schooling Fees | Primary: £2,100 | Secondary: £2,300 | Paid in full upon admission or set up a standing order over 12 months |
| *A pupil resource fee of £60 will be payable at the start of academic year 2019-2020* | | | |

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| **DECLARATION** | | |
| We declare, to the best of our knowledge, the information provided in this application is accurate and truthful. | | |
| We accept and agree to abide by all the Rules and Regulations of the school. | | |
| We consent to the information supplied by us being held on file under the terms of the GDPR. | | |
| We consent to the school contacting us by phone, text message, mail and email regarding our child. | | |
| **Parent’s / Guardian’s Name:** | **Parent’s / Guardian’s Signature:** | **Date:** |
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| **OFFICE USE ONLY** | | | |
|  | **Application Form Completed Correctly** |  | **Test Fee Received** |
|  | **Passport/Birth Certificate Received** |  | **Admissions Test Completed** |
|  | **School Report Received** |  | **Interview Completed** |
|  | **Madrasah Report Received** |  | **Admission Fee Received** |
|  | **Other Documents Received (e.g. SEN Statement)** |  | **School Fees Received / S/O Set up (No\_\_\_\_\_\_)** |