

Reference No: \_\_\_\_\_

## Application Form

PLEASE COMPLETE IN BLOCK CAPITALS USING INK

### 1. APPLICANT DETAILS

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Town & Country of Birth: \_\_\_\_\_

Permanent United Kingdom Resident since: \_\_\_\_\_

Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

N. Insurance No (if applicable): \_\_\_\_\_

### 2. PARENT/GUARDIAN DETAILS

#### Father/Guardian

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Town & Country of Birth: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

If parents are divorced or separated, who has legal custody of the applicant? \_\_\_\_\_

Custody Arrangements Details & Visiting Rights: \_\_\_\_\_

#### Mother

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Town & Country of Birth: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Who will be responsible for payment of the fee? (Mark as applicable)

Self                  Family                  Other: \_\_\_\_\_

#### Emergency Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

### **3. PREVIOUS ISLAMIC EDUCATION**

Name of previous Madrasah/Maktab: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Period of stay at this Madrasah: \_\_\_\_\_

Reason for leaving last Madrasah: \_\_\_\_\_

\_\_\_\_\_ Date of leaving: \_\_\_\_\_

What portion of the Quran has been completed by the applicant during Nazirah (looking inside):

\_\_\_\_\_

Please provide details of any portions of the Quran which the applicant has memorised (if applicable):

\_\_\_\_\_

Has the applicant studied Urdu/Arabic? Please mention which kitaabs have been studied:

\_\_\_\_\_

### **4. SECULAR EDUCATION**

Name of last School attended: \_\_\_\_\_

Head teacher/Principal name: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Date of leaving: \_\_\_\_\_

Reason for leaving this School: \_\_\_\_\_

### **5. OTHER DETAILS**

Has the applicant had any involvement with the Police? • Yes • No

If YES, please provide details:

\_\_\_\_\_

Has the applicant had any involvement with a terrorist or anarchic group? • Yes • No

If YES, please provide details:

\_\_\_\_\_

Has the applicant had any involvement with Social/Probation services? • Yes • No

If YES, please provide details:

\_\_\_\_\_

Does the applicant have SEN (Special Educational Needs)? • Yes • No

If YES, please provide details:

\_\_\_\_\_

Please mention below details of any medical conditions, allergies, long term illnesses or operations which the applicant received:

\_\_\_\_\_

## Rules and Regulations

- 1) Every student will have to uphold all the rules and principles of the Darul Uloom.
- 2) Prospective students will have to demonstrate keenness in developing, understanding, maintaining and displaying the Shariah by way of practice, dress code, mannerisms and characteristics.
- 3) Upon enrolment it will be decided by the management whether a child will be enrolled into the Hifz or Aalamiyah as a specialist study. This decision will be taken by senior & highly experienced Ulama and this will be for the best.
- 4) Students must respect all elders and teachers of the Darul Uloom; indiscipline and disrespect will not be tolerated & similarly grievance to any member of staff by student, parent etc. will not only be not tolerated which may result in expulsion
- 5) The Darul Uloom uniform, at all times, is either a Plain White Kurta and white shalwar/Plain White Jubba and Shalwar. Students may wear tracksuit bottoms etc. under their white shalwar's. Students may wear coloured clothing 'during' sport activities or voluntary work.
- 6) Parents requesting any extra leave for holidays, appointments etc. must speak to the Office **prior** to making any arrangements.
- 7) No student should leave the Darul Uloom boundary without permission. The wandering of students can have a detrimental effect on their studies and can lead them to having incorrect friendships, exposure to an inappropriate environment and indulging in bad habits.
- 8) Parents must comply when their attendance has been requested regarding the well being of their child.
- 9) If in any event a student has to be sent home then the parents/guardians will have to without objection or delay make necessary arrangements for the student to return home.
- 10) It is of paramount importance that students are punctual in departing and returning to and from the Darul Uloom at the start & end of any break.
- 11) For Safeguarding reasons students are not allowed to bring any electronic devices such as; Mobile Phones, iPods, Tablets etc. Such items will be confiscated and may lead to Suspension/Expulsion. Students may hand in their phones on the first day back to the office/designated member of staff.
- 12) Disciplinary action will be taken immediately with students who are caught in possession of items deemed as inappropriate e.g. cigarettes, drugs, pornographic materials. Students will be suspended and depending on severity they may be expelled.
- 13) All complaints must be made formally in writing to the Darul Uloom, by phone or directly to the Office. Under no circumstances should a parent etc. approach any member of the Darul Uloom apart from the Management directly in or out of working hours.
- 14) It is the duty of every student to protect and exercise due care for the property and equipment of the Darul Uloom. Damage caused by student (purposely or not) will have to be reimbursed by the parent/guardian.
- 15) Students must declare any plans of marriage to the Office; upon receiving any requests discussions will be held with the parents and student to determine schedules of extra leave etc.
- 16) Travel arrangements to & from the Darul Uloom will be made by the parent/guardian; for safeguarding issues the Darul Uloom will not provide any transportation.
- 17) No student is allowed to have or keep any sort of transportation/vehicle whilst at the Darul Uloom.
- 18) Fees have to be paid in three instalments (dates to be confirmed as they fluctuate year on year) on time to the appointed member of staff. The annual fee is £3000 (correct at time of print)
- 19) The Darul Uloom will not be held responsible for any injuries etc. caused or received during the above-named applicant's attendance at, to and from the Darul Uloom and all its building and premises and waives any claim against the Darul Uloom.
- 20) Any student found to be guilty of breaking any rule, regulation or principle maybe suspended or expelled (dependant on individual circumstances); dismissals can not be challenged or questioned and in signing the declaration below parent and students waive all legal remedies and therefore no legal action can be taken against the Darul Uloom or any individual directly or indirectly associated to the Darul Uloom.
- 21) The declaration below must be signed by both the applicant and parent/guardian as well to demonstrate and consent that all the information supplied is correct to their knowledge and that they have read, understood and are in agreement with the rules, regulations & principles stated herein and made known elsewhere too. Remember, applications that are submitted without consent of both the parents & student via the means of signing below will be counted as incomplete and the application will be void!
- 22) Any false information given or any required information undisclosed will be liable for immediate dismissal.
- 23) The Darul Uloom may add, delete or alter any rule without prior notice.

***Please note details will be given upon induction to the applicant of any further rules/regulations.***

## **6. REQUIRED DOCUMENTS**

Please enclose the following with your application form,

**1. Photocopy of applicants birth certificate and Passport**

**2. Most recent school report (year 5 report for under 16 applicant and year 10/11 report for over 16 applicants)**

**3. Two character references from local Alim/Imam**

*Please note if the following documents are not provided the application may be classed as void*

## **7. DECLARATION**

***We declare that the Information we have provided on this form is true and accurate to the best of our knowledge. We have received a copy of the rules & regulations of the Darul Uloom and we accept and agree to abide by them. We also understand that it is our responsibility to inform the Darul Uloom of any changes such as address, telephone, medical condition etc. We understand that any misleading information we have given verbally or in writing or withheld information upon request will result in the applicant being denied a place at the school or if attending will be subsequently expelled.***

The following policies are available from the school office upon request: Anti-Bullying, Child Protection, Health & Safety, Complaints, Disciplinary Procedure & Pupil Parent Handbook

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

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

Signature of Applicant: \_\_\_\_\_

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

## **8. FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ • Pass • Fail

Admission Number: \_\_\_\_\_ Admitted to Class: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_