



## **TALEEM ADMISSIONS POLICY**

### **Admissions Introduction**

We strive as an Institution to maintain equality and fairness throughout our application process.

### **Aims and objectives**

The primary objective of Taleem Institute is to support the pursuit of Islamic knowledge. Our only barrier to entry will be the number of applicants. If applications exceed the available space, then we shall follow these procedures listed below.

preference is given to families who have:

- Other siblings in the school
- Earlier date of application
- Students on the waiting list.

### **How parents can apply for their child to be admitted to our Institute**

Application forms can be obtained from the School Office or our website and should be completed as soon as they are received to avoid disappointment.

The school notifies parents about the application outcome once we have close considered all entrants.



## **Class Size**

We accept students that are between the ages of 4 and 18. Our class sizes are a maximum of 13-15 students.

## **Admission Fee**

A £35.00 non-refundable registration fee will be charged for administration costs. This is only paid once. Returning students are required to pay the admission fee.

## **Please read the following guidelines carefully before applying to Taleem Institute.**

1. The student shall be at least 4 years of age upon enrollment.
2. Our available courses only reflect the high demand that there is. We usually have a full intake 4 months prior to the start of the Madrasah.
3. Admissions during term are at the discretion of the board. It is difficult to integrate a student once the term has begun. We therefore encourage parents to apply as early as possible.
4. An ID must be provided to gain admission.
5. Our Madrasah runs 7 days a week and we have a range of courses to suit individual preferences.
6. We support all students regardless of disability or education's needs. Taleem Institute is a diverse organization, and we can cater our course to suit any individual. Please inform our admin team of any special requirements that your child may need.
7. There will be entrance assessments for students upon enrollment. This process allows us to determine a student's learning level.



## **Special / Additional Needs**

If your child has special educational needs or additional needs, then in our experience such children starting at an older age really helps. For example, a child aged 6 starting the “Reception class” will progress far more smoothly in their learning than starting this class at the age of 4 years and 6 months. It is for this reason we only admit such children from a minimum age of at least 6

If your child has severe additional needs / learner issues, then we highly recommend you enroll your child from the age of 7.

1. Where parents insist on such a child being admitted earlier for reasons such as “my child will benefit from the Madrasah environment”, then we strongly feel this is a very irresponsible approach. Not only will your child struggle and get frustrated, very little will be achieved in terms of progress. Thus, in such instance’s parents need to be realistic and look at the long-term interests of their child.
2. It is better that you discuss your child’s circumstances with the headteacher *before* applying for admission. In this manner, we can explore all available options.
3. If your child has speech delay / speech difficulty, then again it is very important you discuss this with the headteacher. We can then identify what is best for your child and when to start Madrasah.

It is very important you appreciate the fact that enrolling your child in Madrasah (even in the first class) involves learning, often at an “intensive” pace in the first 2-3 years. You are not enrolling your child for “fun or play” sessions, hence our emphasis on ensuring your child is “ready for Madrasah” in terms of age, maturity, ability etc. Some establishments have what is termed as “play and pray” sessions for young children – we do not provide this; thus, it is important you consult us.

If you fail to inform us of any issues that may affect the progress of your child, then this will only affect your child. We have periodical assessments for all “foundation classes” and a failure to reach the minimum target will lead to your child repeating the year (this causes distress to all concerned). Thus, it is important you are practical and realistic when enrolling your child.



## **Children leaving early, coming late / absent.**

This notice is regarding children who come late to Madrasah, leave early and have regular absence patterns. To date we have been very lenient, allowing pupils to come late, leave early etc.

Over the last few months this flexibility has made matters escalate, where not only are many pupils coming late/leaving early/absent, there is severe disruption and disturbance on several fronts, including:

- Classroom environment disrupted.
- Teaching and learning disrupted.
- Other children being disturbed.
- Office staff constantly inconvenienced.
- An “agreed” late of 15 minutes has spiraled into a late of over 20-30 minutes.
- Absent pupils gradually falling behind / losing interest.

Management have looked at this problem carefully, and we have determined that 90% of all lates/leaving early/absences are due to: *either sports activities, or in a small number of cases, booster lessons for pupils who may need extra support in school.*

As far as the latter is concerned, we will continue to allow pupils to come late, **as long as parents submit a letter from the school.**

As far as sports activities are concerned, **pupils will not be allowed to come late/leave early or take days off.** This will be a blanket policy, with no exceptions whatsoever. **The policy will be as follows:**

1. From Monday 4<sup>th</sup> September 2019 we will not entertain any requests of coming late / leaving early / absences.
2. Office staff will not call out your child, thus do not embarrass yourself by asking. Doors will remain locked.



3. Teachers will also not allow pupils to leave early. Late patterns will be monitored, and similar to school policy, late comers will undergo detention (usually on the same day).
4. The Madrasah is giving several months' notice to all parents (this letter has been given out since May to all late comers / early leavers etc); therefore please consider this matter carefully and if you need to you can make a request to change your child's session thus allowing your child to take part in various sports activities (session changes are obviously subject to spaces being available).
5. The "odd" occasion once a year is tolerable (school attendance etc), and we will allow this. However, you must email in advance and not turn up without any notification.

**Please also note / consider the following:**

1. Your child only has 3 hours of Madrasah per day. It must be your priority that this time is not compromised whatsoever.
2. In today's environment, attending Madrasah and learning about Deen must be our utmost priority. It should take precedence over sporting activities which can easily be carried out on weekends / other times.
3. If parents have a "casual" approach to Madrasah and Islamic Education, then children will develop similar habits. The result will be a generation that has no link with their Deen.
4. A number of children are attending numerous sporting and/or other activities that they are physically and mentally becoming exhausted. Parents must adopt a realistic approach and ensure there is a balance.
5. Another unfortunate consequence of this problem is that sadly, we have experienced children telling untruths regarding the reason of coming late / leaving early / absence. Such bad habits slowly lead to deterioration in other morals and manners; thus, this must be avoided at all times.

Concluding, we are giving advance notice to all parents, so that you can make alternative arrangements. We request your full cooperation and understanding in this matter, and make Dua that we all remain steadfast on our Iman and Deen. Ameen



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