



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, we shall follow the procedures listed below.

Admissions Quantity

Taleem Institute aims to be as inclusive as possible while maintaining a quality learning environment. To prevent overcrowding and ensure effective teacher-student interaction, the following class size limits will be observed:

- A maximum of 13-15 students per class in general settings.**
- A maximum of 20 students per class in weekend settings.**
- If a class has fewer students than the maximum limit, and both Taleem Institute and the parents agree, students will be automatically enrolled (barring any mitigating circumstances).**
- If the number of applicants exceeds the class capacity, admission decisions will be at the discretion of the trustees based on the factors outlined below.**



Admissions Criteria

Preference is given to families who:

- 1. Have other siblings already enrolled.**
- 2. Submitted an earlier application.**
- 3. Are on the waiting list.**
- 4. Are from the local community and surrounding areas.**
- 5. Are vulnerable students in need of safeguarding and SEND support, where Taleem Institute feels able to accommodate their needs.**

How to Apply

- Application forms can be obtained from the School Office or the Taleem Institute website.**
- Parents should complete and submit forms as soon as possible to avoid disappointment.**
- The institute will notify parents about the application outcome once all entrants have been carefully considered.**

Ages of Students

- Taleem Institute accepts students aged 4 to 18.**
- In the weekend setting, students are permitted to enroll from 5 to 18 years old.**
- If a student is close to turning 5 or has applied due to exceptional circumstances, the headteacher may approve their enrollment on a case-by-case basis.**

Waiting Lists

- If classes are full, students will be placed on a waiting list.**
- The waiting list will be reviewed every half-term and will be subject to the admissions criteria outlined above.**



Admission Fee

- A non-refundable registration fee of £35.00 will be charged for administrative costs.
- This fee applies to all new and returning students.

Special/Additional Educational Needs

Taleem Institute is committed to diversity and supporting students with additional needs where possible. However, the following guidelines apply:

1. Students with additional needs benefit from enrolling at an older age. Therefore, students with such needs will only be admitted from age 6 or older.
2. Students with severe additional needs are recommended to enroll from age 7.
3. Parents should discuss their child's circumstances with the headteacher before applying to explore suitable options.
4. If a child has speech delay or difficulty, parents must consult the headteacher before enrolling.
5. If parents fail to disclose issues affecting a child's progress, the child may be required to repeat the year following periodic assessments.

Entrance Assessments

- All students will undergo entrance assessments upon enrollment.
- These assessments help determine the student's learning level and appropriate class placement.



Attendance and Punctuality Policy

Regular and punctual attendance is essential. The following rules apply:

- 1. Taleem Institute does not allow late arrivals, early departures, or frequent absences unless in exceptional circumstances.**
- 2. Absences for sports activities will not be permitted.**
- 3. If a child requires extra support in school and must arrive late due to booster lessons, parents must submit a letter from the school.**
- 4. Office staff will not call students out of class, and parents should not make such requests.**
- 5. Late arrivals will be monitored, and students who arrive late will be subject to detention on the same day.**
- 6. If parents have concerns about balancing extracurricular activities, they may request a session change, subject to availability.**
- 7. A one-time absence per year (e.g., for school attendance) may be granted with prior email notification.**
- 8. Parents are encouraged to prioritize Islamic education and ensure their child is neither physically nor mentally exhausted due to other commitments.**

Appeals Process

- If a student's application is unsuccessful, parents may appeal the decision in writing to the trustees.**
- Appeals must include a formal letter detailing the situation and relevant evidence.**
- Appeals must be submitted within two weeks of the unsuccessful application, or the trustees have grounds to dismiss the case.**



Final Notes

- **Taleem Institute does not provide “play and pray” sessions; all classes involve structured learning.**
- **Parents must ensure their child is “ready for Madrasah” in terms of age, maturity, and ability.**
- **Enrolled students must maintain consistent attendance and punctuality to progress successfully.**
- **Failure to comply with the policies may result in dismissal or required repetition of the academic year.**

We appreciate the cooperation and understanding of all parents in ensuring a smooth and effective learning experience for our students.