



Admissions Policy

Introduction

Your journey to success begins here!

Almalja, over the years has been trying to play her own vital role in the rebuilding of our society by providing access to quality, virtuous education for all students. We welcome students from different ethnic groups and backgrounds. We expect all of our pupils to attend our assemblies and participate in all the school activities.

Aims and objectives

Maintaining an Islamic ethos and promote high academic standards and achievement.

All applications will be treated on merit and in a sensitive manner.

Preference is given to families who have:

Other siblings in the school

Islamic commitment

Ability to pay the fees

Academic ability of the child

Date of application

General Procedures for Admission:

- An entry tests (Maths, English Comprehension and current affairs) and must achieve a 60% in any of the subjects.
- A satisfactory reference and report from the pupil's previous school, requested with parental consent.

- An interview
- Any pupil who is under suspension or expulsion in another school system will not be given any consideration

Entry Points

Preschooler

Nursery 1 and 2

Lower Primary

Upper Primary

Madrasah

The school accepts students at each of these stages if there are vacancies.

Admissions Timetable

It is usual for a student to be registered at the beginning of the academic year; however, we will consider applications after that date. An application for the registration of a pupil must be made by the parents, caregiver/guardian of the pupil.

Documents necessary for registration are:

- Duly completed and signed registration form
- Birth certificate of the child,
- 2 recent passport sized photographs
- Copy of receipt of payment made for application form
- An immunization card/record
- Last term report from the immediate previous school

School Readiness Test

All pupils seeking admission into Nursery will undertake a school readiness test.



Examinations

We will be happy to make individual arrangements for any age group as long as there are vacancies.

Nursery Class

Children applying to join our Nursery class must be 4 years old on or before August 31 of the year of entry.

The applicants are required to sit a readiness test which comprises of age appropriate activities, drawing, answering questions orally, sorting activities and identification games.

Offers

Places are offered after the interview and acceptances are required before the Term of resumption.

- Firm offers are made on the strength of examination results, a good performance at interview and satisfactory Head teacher's report.

Parents are required to sign an acceptance form and pay the school fees to secure a place formally for their child within 2 weeks of receiving an offer.

- ☛ Note that a child can only start school after the full payment of the school fees.

Admission Policy for Madrasah

These policy guidelines are for those who would like to enroll their children at this Madrasah.

- ☛ Please read the guidelines carefully before submitting an application form for a place for your child.
- ☛ The aim of these guidelines is to ensure you are aware of the requirements for attending our madrasah.



The Madrasah curriculum includes recitation of the Quran, Tahfidh, Dua, Adab, Hadith and Fiqh. Occasionally, we teach basic seerah, we also incorporate practical life activities in fiqh and etiquette.

We want our children to be pious, respectful, obedient and responsible Muslims. Parents must also ensure that their lifestyle at home is compatible with the values, morals and principles of Islam. Parents should know that simply sending a child to Madrasah does not discharge their duty as parents/guardians. It is essential they assist their children at home for revision and reinforcement. May Allah give us the ability and the tawfeek to carry out our duty as best as possible. Ameen.

Admission and Age

- ☛ The child that is to be admitted must reach the age of 5 during the academic month of admittance.
- ☛ No child below this age will be considered.

Note: Parents/guardians are always very eager to enroll their child as soon as possible. However, we at times fail to realize that very young children are not ready for the "intensive learning" that takes place in the foundation stages of the Madrasah, in addition to this there are other equally important issues such as being able to visit the toilet independently, climbing stairs, putting on shoes independently etc.

In our experience, children below 5 usually disrupt the classroom activities and may consider repetition of verses as punishment.

- ☛ If your child does not meet the minimum age, we will automatically place the admission for the following year.
- ☛ The Head Teacher has the responsibility for determining the admission arrangements for the madrasah .

- ☛ The Madrasah has an admissions limit. Once all places are full and the limit has been reached; admission will be refused.
- ☛ Applications must be submitted as soon as possible. Admissions must be made on the "application form" for both siblings and non-siblings. Verbal communication will not be sufficient.
- ☛ To ensure we receive your form, please deliver it by hand during Madrasah hours.
- ☛ A copy of the birth certificate must accompany all such forms (never send in the original).

Madrasah Times and Attendance

Our Madrasah runs as follows:

Saturday from 10AM to 2PM

Sunday from 10AM to 2PM

- ☛ Attendance is compulsory; continued or regular absence would be deemed a breach of the madrasah rules.
- ☛ Parents must strictly follow the correct procedures.
- ☛ The Madrasah's times will be permanent and will be determined by the Madrasah.
- ☛ Parents/Guardians must ensure that they maintain good timekeeping and attendance; it is the parents/guardians responsibility to notify the Madrasah of any absences and lateness.
- ☛ Persistent absences and inconsistent timekeeping (without good reason) will not be tolerated and this may lead to the child being reprimanded.

The Madrasah operates on parental contributions. The Monthly Madrasah fee must be paid at the beginning of each academic month.

- ☛ Only bank transfer Payment Option is allowed, full amount or in instalment.



Drop off and Collection

For the safety and security of the children and the school, nobody is allowed to enter any of the classrooms or any other part of the school including corridors without the prior consent and arrangement of the Admin. When collecting your child/ren you must wait in the designated waiting areas. Anyone found to be in breach of this, will be instantly asked to leave the school premises and warned as to their future conduct.

We will take this matter very seriously.

- ☛ Children, if not being collected by a parent, must be collected by a designated person who is on the approved collection list. Children will not be released to adults not known to our staff.
- ☛ In the event you are going to be late in collecting your child/ren please try to make alternative arrangements and notify the school as soon as possible.

Rules, Regulations and Procedures

1. By submitting an application form you are agreeing to follow and abide by all the rules and regulations, policies, code of conduct etc of the school.
2. The school will not tolerate any inappropriate behaviour, foul or abusive language, threatening or violent conduct by students, parents/guardians or anyone else towards any member of staff, management, students or another parent.
3. All the rules and regulations pertaining to the school must be followed at all times and it is the duty of the parents/guardians to obtain and familiarize themselves with them.
4. All concerns and queries must be directed to the appropriate person and in the correct manner.



5. Rules, Regulations and procedures are there for the benefit and safety of the children and the smooth running of the school. There will be no exception and by breaking/challenging them, will not benefit anyone especially the children.

6. No cell phones, Mp3 player, computer games, comics, magazine, un-Islamic literatures, cassettes, etc. will be allowed in the school, if found being used, it may be confiscated.

7. Hair extension/attachment of any kind, birthday celebrations within the school will not be allowed.

8. Rules, Regulation and Procedures will be updated or new ones introduced

