



Admissions policy

(updated September 2022)

In recent years the number of applications for entry into Madressa has grown considerably and continues to grow year on year. Going forward there are clear limitations of both space and importantly human resources. Considering this, the Madressa has set out its Admissions Policy below for all entrants starting in January 20xx and onwards.

The main entry point for Madressa is in Reception class but applications are accepted for all year groups.

Minimum Age for Admission

For entry into Madressa in January 20xx all children beginning Reception class must be born within the date range 1 September 20xx to 31st August 20xx the following year (for e.g. for 2021 this would be between 1 September 2015 to 31 August 2016).

Admissions Criteria for Reception Class

The primary admission criteria include:

Date of Birth (essential) falling between Sep 1 20XX and Aug 31 20XX+1

(e.g. for 2021 Date of Birth between 1 Sep 2015 – 31 Aug 2016)

Further considerations will be given for following criteria:

- Sibling currently in Madrassa
- Pledge 95% attendance (as per attendance policy)
- Children of teachers/volunteers (also committing to 95% of time to Madrassa)

Final decisions are based on the discretion of the Madressa Registration team.

For older students (Class 1 and Above)

Children whose age corresponds with Class 1 and above will be placed on the Madressa waiting list for those classes.



All new applicants must complete the registration form and pay the fees before the registration deadline. Failure to do this may result in the loss of their place.

Any Enrolment or Year Application that cannot be allocated a place will be put on the waiting list and will be allocated a place if and when one becomes available. An applicant will be notified if he/she has been placed on a Madressa waiting list. The Madressa will notify (by email or text message) an applicant who is on a waiting list once a place has been allocated to him/her. Such applicant will be given a specified time by which to accept the place and pay the relevant fees. If the Madressa does not receive the acceptance and payment within the specified time, it may, at its full discretion and without notice, cancel the applicant's application and allocate his/her place to another applicant on the waiting list.

The Madressa may admit a child under special and exceptional circumstances who may not meet all or part of its admission criteria. This would be subject to space and decision of the Madressa management.

We encourage all parents to declare any special educational needs via email on registration. This will allow the Madressa to ensure specific support for the students is available on admission.

Attendance

Regular attendance at Madressa is very important. Repeated unauthorized absences may result in the loss of a Madressa place. Please read the Madressa Attendance and Absence Policy for full details.

Payments and Refunds

All fee payments must be received by the Madressa before enrolment deadline as communicated by the Madressa. If payment is not received within the specified time, the application may become potentially void. Once a place is allocated by Madressa on any of its courses and accepted by the applicant, the Madressa will not refund any course/admission fee received by it.

Changes to the Policy

The Madressa reserves the right to make any changes and revisions to, or withdraw all or parts, this policy from time to time as it considers appropriate without prior consultation or notice.