

Madrasa Tajweedul Quran

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Madrasa Pre-admission Guidelines

Please read carefully

- Please read this carefully before filling in the pre-admission form.
- The aim of these guidelines is to ensure you are aware of our pre-requisites of admission and that your child is “ready for Madrasa”.
- Keep this safe for future reference. You only need to return the pre-admission with a copy of your child’s birth certificate. Do not return these sheets.

Introduction

Islam is our Deen (way of life). A Muslim’s every action should be pleasing to his Creator and Master – Allah. For us to please him, it is essential we learn about the aspects of Islam, such as Iman, Salaah, Hajj, Zakaat, Aqaid (beliefs) etc. For most of us, the starting point for this is the evening Madrasa. Thus the importance and significance of this humble institution and those who teach in them must never be under estimated.

It is definitely a “new experience” and even a “challenge” for parents whose child is starting Madrasa for the very first time. Your child will learn various things in Madrasa, including how to recite the Quran, various Duas and Surats, Fiqh, basic Seerah etc, however as parents and as a community if we want our children to be pious, respectful, obedient and true Muslims then we have to also ensure that our lifestyle at home is compatible with the values, morals and principles of Islam.

Thus, simply sending a child to Madrasa does not discharge your duty as parents. It is essential we all see the “bigger picture” and we try our best to work towards this. May Allah give us the ability to carry this out as best as possible, Ameen.

1. Minimum age for admission

1. On the day your child will start Madrasa he or she must be 4 years old. No child under the age of 4 will be considered. Just as in school admissions, even if your

child misses the entry age by a day, the admission is deferred to the following year, we do the same.

Note: Parents are always very eager to enrol their child as soon as possible. However, we at times fail to realise that very young children are actually not ready for the “intensive learning” that takes place in the foundation stages of the Madrasa, in addition to this there are other equally important issues such as being able to visit the toilet independently, climbing stairs, putting on your shoes (again independently) etc.

In our experience, where a child starts aged 4 (or preferably even older) in the “Reception class”, and then moves on to the next class (Level 1), the child settles down quickly and usually does not struggle. Thus, we no longer admit children other than from the “Reception class” and only when they are aged 4. This class is to gently introduce your child to the Madrasa, and in terms 2 and 3 there is much more formal learning of the Arabic alphabet and various concepts from Ahsanul Qawaid.

2. If your child does not meet the minimum age, we will automatically place the admission for the following year.
3. Priority for admissions is given in the following order:
 - a) Siblings of current pupils (if the application is submitted very late then this may not be applicable).
 - b) Date order (first come first served). All applications received are date stamped and dealt with in date order. It is in your interest that you return this to us ASAP. We only have 14 pupils per class in both sessions.
 - c) We may admit a child under special and exceptional circumstances who may not meet all or part of our admission priority. This would be subject to space.

Note: You know your child best. It is best to admit your child at an age when he or she is ready for Madrasa. At times even some 4 year olds struggle with learning, as their concentration span is very low thus making it difficult to focus. Please think carefully before enrolling your child.

With respect to boys, our experience shows the later they start the better (ages 5 or even older). Please bear in mind that there are periodical assessments in the first 3 to 4 years, and a failure to achieve the minimum targets will result in your child repeating the year (there are absolutely no exceptions to this policy). This normally does not go down well with parents, thus we urge you to carefully consider the most appropriate age before enrolling.

The older your child, the greater the level of “independent learning”, resulting in less “stress” for the busy lives parents lead nowadays.

Parents of siblings: Many of our systems and policies have changed in the last 2 years, so please consider the above before enrolling.

2. Timescales & induction meeting

1. New pupils start with the commencement of the new academic year after Ramadhan each year (Madrasa re-opens a few days after Eid-ul-Fitr).
2. Admissions during mid-term affect and disrupt our classes, and it is very difficult to settle a child who joins mid-term in addition to issues such as “catching up”. Thus admissions during mid-term are at the absolute discretion of M.T.Q. and in most cases we tend to ask you to wait till the new Madrasa year.
3. Admissions must be submitted as much in advance as possible, as all requests for admissions are dealt with in date order. This must be made on the “pre admission form” for both siblings and non-siblings. Verbal communication will not be sufficient. **It is in your interest to ensure we receive your completed admission form by contacting us (via email) approximately a week after sending it.**
4. To ensure we receive this form, please deliver it by hand during Madrasa hours or post it by hand through our letterbox. If you enclose a STAMPED SAE we will send you a confirmation that we have received your form.
5. **A copy of the birth certificate must accompany all such forms** (never send in the original).
6. We aim to finalise all admissions at least *two* months before Ramadhan (and in most cases even well before this). We will write to you informing you of the outcome of your application.
7. If your application is successful, a date for the “new parents’ induction” will be in the letter. ***Attendance to this meeting compulsory and we will give the next child on the waiting list priority if you fail to respond.***
8. ***If for some reason you do not hear from us,*** you need to contact the Madrasa. As the period prior to Ramadhan is extremely busy, it is best you email the Madrasa.
9. All relevant paperwork is also completed in the “new parents’ induction” and a deposit (admission fee) is taken.
10. If your admission is not successful for a reason other than not being the relevant minimum age, we will write or telephone.
11. **The admission for siblings must be submitted by Eid-ul-Adha.** We usually remind current parents via the regular letters etc that are sent from the Madrasa. Failure to do so may result in your child not being granted admission.
12. All admission queries (progress of your application etc) must be submitted **well before** the month of Ramadhan, as the Madrasa is not operational in this month.
13. Any special circumstances must be reported to M.T.Q. prior to admission; this includes expulsion from a previous establishment, behavioural problems and any other such piece of information that would be of interest to M.T.Q.
14. We do not admit pupils who have been expelled from another institution.

3. Madrasa times

- Our Madrasa runs five days a week (Monday to Friday).
- We have 2 sessions running each day.
- The earlier session is from 4.30pm to 6pm and the later session is from 6.15pm to 7.45pm.
- It is important you carefully select the most appropriate session for you and your child as it is not possible to change sessions after admission (unless we have space in the relevant class). The later session would suit parents who are working till late and / or children who get home late from school.

4. Madrasa contribution

The Madrasa runs solely on parental contributions and donations. There is a one-off admission fee of £75, payable when you attend the new parents' induction meeting. There is then a yearly contribution which at the time of printing was £345 for the whole year (payable in three equal instalments of £115). This is a very nominal contribution in proportion to the services you will receive, and it is reflective of the ethos that Madrasa education should be accessible to all.

As parental contributions only cover 75% to 80% of our running costs, parents are also encouraged to support the Madrasa through donations (a popular method is to set up a monthly standing order for as little as £3 per month).

Everything you contribute helps your Madrasa.

5. Special / Additional Needs

1. If your child has special educational needs or additional needs, then in our experience such children starting at a slightly older age really helps. For example, a child aged 6 starting the "Reception class" will progress much better in their learning than starting this class at the age of 4. 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 enrol your child at the age of 7.

2. Where parents insist on such a child being admitted earlier for reasons such as "my child will benefit from the Madrasa environment", then we strongly feel this is a very immature and irresponsible approach. Not only will your child struggle and get frustrated, very little will be achieved in terms of progress. Thus in such instances parents need to be realistic and look at the long term interests of the child.

3. It is better that you discuss your child's circumstances with the headteacher *before* submitting an application for admission. In this manner we can explore all possibilities.
4. 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 Madrasa.

It is very important you appreciate the fact that enrolling your child in Madrasa (even in the first class) involves learning, often at a very "intensive" pace in the first 2 years. You are not enrolling your child for "fun or play" sessions, hence our emphasis above on ensuring your child is "ready for Madrasa" in terms of age, maturity, ability etc.

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 in itself causes distress to all concerned). Thus it is important you are practical and realistic when enrolling your child.

6. Travelling / distance

Through the grace of Allah parents today have many options in terms of which Madrasa to choose for their child. Thus although the choice is entirely yours, please do consider issues such as:

- Travelling time – am I too far from the Madrasa? Is there a Madrasa nearer to my home? As an example parents who are travelling from the Broadgate and Frenchwood / Avenham areas, then you really need to think carefully about the travelling time / distance.
- Transport issues – am I able to drop my child with ease everyday?
- Madrasa rounds – Is it possible I can share the Madrasa rounds with someone else? This will obviously make it easier (however you cannot solely rely on this).
- Working hours – will I be able to finish work and drop off my child on time?
- School finishing time – Is there sufficient time for my child to get home, eat, get changed, go over their Madrasa work and get to Madrasa on time?

We draw your attention to the above points, as in the long term **we want you to make a decision that is most appropriate and beneficial to your circumstances.** If you had to remove your child after a few weeks or months due to circumstances such as the above, then a place will go wasted (which could have been allocated to another child).

7. Queries

These guidelines should answer the most common queries / FAQs, thus we hope a need will not arise to contact us. However, if you still have queries that are not addressed here, then please email us and do not ring us, as this is very time consuming (especially during Madrasa hours).

You can also visit our Madrasa website to view things such as the syllabus, curriculum, etc. Our website address is:

www.alansaar.org.uk

As mentioned, the best method is to email the Madrasa. This will ensure we can reply swiftly and appropriately. Our email address is:

al_ansaar@yahoo.co.uk

We hope the information contained in here has been useful.
We request your Duas and support for the success of the Madrasa.

Keep this safe for future reference.

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