

Madrasa Tajweedul Quran

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Madrasa Pre-admission form – 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.
- Keep this safe for future reference. You only need to return the pre-admission with a copy of your child's birth certificate.

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 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 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 such morals and principles.

Thus, simply sending a child to Madrasa does not discharge our duty as parents. It is essential we 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 at least 4 years old. We may take children who are nearly 4 (such as 3 years and 10+ months).
2. No child below the age of 3 years and 9 months will be considered.

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.

In our experience, where a child starts aged 4 in the “Reception class”, and then moves on to the next class (Level 1), they usually do not struggle. Thus, we no longer admit children other than from the “Reception class” and only when they are aged 4 (or nearly 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.

3. If your child does not meet the minimum age, we will automatically place the admission for the following year.
4. Priority 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.

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). 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 year.
2. 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 approximately a week after sending it.
3. 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.
4. **A copy of the birth certificate must accompany all such forms** (never send in the original).
5. We aim to finalise all admissions at least ONE month before Ramadhan. We will write to you informing you that your admission has been successful. A date for the “new parents’ induction” will be in this letter. ***Attendance to this meeting compulsory.***
6. All relevant paperwork is also completed in the “new parents’ induction” and a deposit is taken.

7. If your admission is not successful for a reason other than not being the relevant minimum age, we will write or telephone you.
8. **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.
9. 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.
10. 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.
11. We do not admit pupils who have been expelled from another institution.

3. Madrasa times

- We have 2 separate sessions running each day (Monday to Friday).
- The earlier session is from 4.30pm to 6pm and the later session is from 6.15pm to 7.45pm. It is not possible to change sessions after admission (unless we have space in the relevant class), hence please make an appropriate choice for your child. Session 2 would suit parents who are working till late and / or children who get home late from school.

4. Special / Additional Needs

1. If your child has special educational needs or additional needs, then in our experience such children starting at a slightly later 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.
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 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.

5. 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?

- Transport issues – can I manage 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.
- 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?

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 – we only keep 14 children in one class).

6. Queries

If you have any specific queries, 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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