



Pre-admission Guidelines

Read carefully

- 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 Madrasah”.
- 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 this booklet.
- The aim is to save everyone time by addressing FAQ’s.

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:

- a) Iman.
- b) Aqaid (beliefs).
- c) Worship (Salaah, Zakat, Hajj etc).
- d) Social aspects.
- e) Dealings.
- f) Seerah.

For most of us, the starting point for this is the evening Madrasah (also known as the Maktab). Thus the importance and significance of this humble institution and those who teach in them must never be under estimated.

It is a “new experience” and even a “challenge” for parents whose child is starting Madrasah for the very first time. Your child will learn various things in Madrasah, 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 must also ensure that our lifestyle at home is compatible with the values, morals and principles of Islam.

Thus, simply sending a child to Madrasah does not discharge us from our 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

On the day your child will start Madrasah he or she must be 4 years and 8 months old. **No child under this age 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: It is important to appreciate that in the event of over subscription, priority will be given to children over the age of 5.

2. Is your child “ready?”

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 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 your shoes (again independently) etc.

In our experience, where a child starts well after the age of 5 (preferably around 5½ or even aged 6) 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 only admit children when they are aged at least 4 years and 8 months, and we will prioritise children aged 5 and above.

This class is to gently introduce your child to the Madrasah; the overall syllabus is “light” and spread out throughout the year. There are also other activities and topics in addition to the mainstream curriculum.

3. If your child does not meet the age criteria / priority criteria

1. If your child does not meet the minimum age, we will automatically place the admission for the following year.
2. Priority for admissions is given in the following order:
 - a) Siblings of current pupils (if the application is submitted very late/after the relevant deadline 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 16 pupils per class in both sessions.

Note: Currently there is no priority given to children who are from the immediate surrounding area.

- 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 Madrasah. At times even some 4 year 8 month olds struggle with learning,

as their concentration span is very low thus making it difficult to focus. **Always take into consideration your child's needs.**

With respect to boys, our experience shows the later they start the better (ages 5 or even older).

Please also 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” and “maturity”, resulting in less “stress” for the busy lives parents lead nowadays.

Parents of siblings already in the Madrasah: Many of our systems and policies have changed in the last 2-3 years, so please consider the above before enrolling.

4. Demand for spaces

Demand for Madrasah places is usually high. Due to this, our new intake is usually a full 10 months before the start of the new Madrasah year. It is important to note that we only take 32 new children every year in the Reception class (16 in each session). 60% of these places are usually taken up by current siblings, leaving only about 9 or 10 spaces for non-siblings.

In light of this, please do not be surprised if we are unable to give a place to your child. We strongly recommend to such parents to secure a place elsewhere, so that your child is able to attend Madrasah.

Please also appreciate the fact that our premises can only accommodate so many classes at a time.

5. Timescales & induction meeting

1. New pupils start with the commencement of the new academic year after Ramadhan each year.
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 Madrasah 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 (it can also be done online).

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 Madrasah hours or post it by hand through our letterbox.
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 Madrasah. As the period prior to Ramadhan is extremely busy, it is best you email the Madrasah.
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 the relevant deadline.** We usually remind current parents via emails that are sent from the Madrasah. Failure to do so may result in your child not being granted admission.
12. Any special circumstances must be reported to M.T.Q. prior to admission; this includes expulsion from a previous establishment, behavioural issues, additional needs and any other such piece of information that would be of interest to M.T.Q. and in helping your child progress.
13. We do not admit pupils who have been expelled from another institution.

6. Madrasah times

- Our Madrasah runs five days a week (Monday to Friday).
- We have 2 sessions running each day.
- The earlier session is from 4.25pm to 6pm and the later session is from 6.10pm to 7.50pm.

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.

- Also refer to the “notice” at the end of this booklet.

Important:

1. We do not have an option where your child can attend for less than 5 days.
2. Some children attend tuition, swimming, sports etc. This must be outside your child's respective session time. ***Do not enrol your child and then ask for concessions in attendance, as we cannot allow this.***
3. Hence, only enrol your child if they can attend for the full 5 days without absences / lates.

7. Madrasah Contribution

The Madrasah 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 £420 for the whole year (payable in three equal instalments of £140). This is a very nominal contribution (around £9.50 for over 7 hours of education per week) in proportion to the services you will receive, and it is reflective of the ethos that Madrasah 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 Madrasah through donations (a popular method is to set up a monthly standing order for as little as £3-£4 per month).

Everything you contribute helps your Madrasah.

8. Special / Additional Needs

1. If your child has special educational needs or additional needs, then in our experience such children starting at an older age really helps. For example, a child aged 6 starting the "Reception class" will progress far more smoothly in their learning than starting this class at the age of 4 years and 6 months. 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 from 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 Madrasah 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 their child.

3. It is better that you discuss your child's circumstances with the headteacher *before* applying for admission. In this manner, we can explore all available options.
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 Madrasah.

It is very important you appreciate the fact that enrolling your child in Madrasah (even in the first class) involves learning, often at an "intensive" pace in the first 2-3 years. You are not enrolling your child for "fun or play" sessions, hence our emphasis on ensuring your child is "ready for Madrasah" in terms of age, maturity, ability etc. Some establishments have what is termed as "play and pray" sessions for young children – we do not provide this; thus it is important you consult us.

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

9. Travelling / Distance

Through the grace of Allah parents today have many options in terms of which Madrasah 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 Madrasah? Is there a Madrasah nearer to my home? As an example parents who are travelling from the Broadgate and Frenchwood / Avenham areas, *need to think carefully about the travelling time / distance.*
- Transport issues – am I able to drop my child with ease everyday? Will I be rushed?
- Madrasah rounds – Is it possible I can share the Madrasah rounds with someone else? This will obviously make it easier (however you obviously 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 Madrasah work and get to Madrasah on time? This is a

very important factor to take into consideration, as you must take travelling distances / traffic etc into consideration.

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).

The above also ensures we as a Madrasah do not have to take action over lates, absences etc.

10. What do we teach?

- Our detailed syllabus for each class is available on our website. Please refer to this. If your child is coming to Madrasah for the first time, you need to refer to the 'Reception Class' syllabus.
- All our teaching is conducted using the English language as a medium.
- Currently, we do not have provision of teaching the Urdu language.
- Fiqh taught in the Madrasah is according to the Hanafi Madhab (Hanafi School).
- In Qur'an, we recite the Riwayah of Imam Hafs (RA).
- Pupils can progress to Hifz and Alimiyyah classes after reaching the relevant age (and after passing any assessments / meeting relevant criteria).

10. 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 Madrasah hours).

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

www.alansaar.org.uk

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

info@alansaar.org.uk

- We hope the information contained in here has been useful.
- We request your Duas and support for the success of the Madrasah.
- Keep this safe for future reference.

Note:

The next section is for parents whose child is NOT starting from our Reception class, rather the child requires admission in (for example) the second or third class.

This section is for parents whose child is already studying / studied in another Madrasah and have applied for admission at MTQ.

Ensure you have read the first part of this booklet as well.

Please note:

- a) An assessment will be carried out to determine what your child has studied.
- b) We cannot simply place your child into a class according to (for example) their age. This is due to the fact that your child may not be up to the required level.
- c) We have a syllabus that is quite different and bespoke to many other establishments. Our level of Quran fluency and Tajweed is Alhamdulillah to a very good standard. Thus, your child would have to be “near this” to be placed in (for example) an age-appropriate class.
- d) It is important you appreciate these issues.

Qur'an Assessment

- e) One of the most important aspects is the Qur'an assessment. It is the Qur'an assessment that will determine which class your child is suitable for.
- f) If your child's Qur'an is not to standard, then (subject to space), we may even have to place your child in a “foundation” class.
- g) The reason for the above is that most children are generally quite competent with “Kitabs / books” – especially as they are in English. Thus, there are no real issues of “catching up” (like in Qur'an).
- h) Many a time, our assessment determines that a child has simply learnt the “Ahsanul Qawaid” (or similar book) in parrot fashion.
 - Thus, although the child can recite from the book, the very same child is unable to recite other words of the very same concept.
 - This would mean that your child would need to repeat the Foundation Level class.
 - Parents may not be happy with this; however, a child unable to read the Qur'an must undergo the Foundation Level.

- i) At times, your child may be too old for the Foundation Class (as children in these classes are around 5-6 years old). Again, this may be a factor for a space not being available.
- j) It is also important to appreciate that our Reception Class and the next class (Level 1) are very different to other establishments. In these two years, children cover two booklets as follows:

Easy Steps to the Qur'an – Part 1 (*Reception class*)

Easy Steps to the Qur'an – Part 2 (*Level 1*)

Part 2 also covers *short Qur'an verses*, as our children would be starting the actual Qur'an from Level 2.

IMPORTANT: If for whatever reason you are not happy with the class allocated to your child, then it is important you do NOT enrol your child with us, as we would not be able to allocate a different class (we tend to get requests at a later date). Rather, it is advisable you try at another establishment / Madrasah.

Duas & Surats

1. Another important point to bear in mind is the fact that your child may need to catch up on Duas & Surats.
2. To assist your child, we will put in place a “catch up” timetable. It is important this is followed, as it will allow your child to catch up at a steady pace, without overburdening.
3. We will need your full support to ensure your child catches up.

Cut-off time for such admissions

- Please also note that we can only admit such pupils up to a certain point of the academic year.
- This is usually the first few weeks of the year.
- The reason for this is that once the academic year is in “full flow”, it is extremely difficult to “transition in” new children into a class that has already covered a

“chunk” of the syllabus. It is also unfair on teachers, as they would get overburdened.

- Please note that we may make exceptions to certain pupils who do not require “catching up”.

Conclusion

1. Concluding, admitting pupils who are going into one of our mainstream classes is at times challenging for both the Madrasah and the pupil, as the pupil needs to get used to a “new system and structure”. We have to also ensure we can help and support such children to “catch up”. Thus, our decision to admit such a pupil is based on all such factors.
2. It is important we place your child in an appropriate class. Otherwise, after admission, if your child is struggling / not progressing, the decision would have to be reviewed and a change made. We want to avoid this, as this is time consuming and also unsettling for your child.

Behaviour

In the past we have experienced problems from pupils when they have come from other establishments. Examples are poor behaviour, bullying, challenging and rebellious attitudes.

If after admission we experience such issues, then after 2 warnings we will exclude all such children. This is keeping wider interests in mind, including the fact that we are an educational establishment and not a correction facility for adolescents.

Hifz Class Admissions

- Please refer to the “Hifz pre-admission guidelines”. These can be found on our website.
- There are separate procedures for this.

Updated: 30th June 2022



IMPORTANT NOTICE

Children leaving early, coming late / absent.

This notice is regarding children who come late to Madrasah, leave early and have regular absence patterns. To date we have been very lenient, allowing pupils to come late, leave early etc.

Over the last few months this flexibility has made matters escalate, where not only are many pupils coming late/leaving early/absent, but there is also severe disruption and disturbance on several fronts, including:

- Classroom environment disrupted.
- Teaching and learning disrupted.
- Other children being disturbed.
- Office staff constantly inconvenienced.
- An “agreed” late of 10 minutes has spiralled into a late of over 20-30 minutes.
- Absent pupils gradually falling behind / losing interest.

Management have looked at this problem carefully, and we have determined that 90% of all lates/leaving early/absences are due to: *either sports activities, tuition (Maths etc), or in a small number of cases, booster lessons for pupils who may need extra support in school.*

As far as the latter is concerned, we will continue to allow pupils to come late, **as long as parents submit a letter from the school.** As such lessons are immediately after school, this will only apply to pupils of Session One (4.25pm). Private tuitions etc are excluded, as this can be arranged on weekends etc.

As far as sports activities are concerned, **pupils will not be allowed to come late/leave early or take days off.** This will be a blanket policy, with no exceptions whatsoever. **The policy will be as follows:**

1. *From Monday 4th September 2017 we will not entertain any requests of coming late / leaving early / absences.*
2. Office staff will not call out your child, thus do not embarrass yourself by asking. Doors will remain locked till 6pm and 7.45pm.

3. Teachers will also not allow pupils to leave early. Late patterns will be monitored, and *similar to school policy, late comers will undergo detention (usually on the same day)*.
4. The Madrasah is giving several months' notice to all parents (this letter has been given out since May to all late comers / early leavers etc); therefore please consider this matter carefully and if you need to you can make a request to change your child's session thus allowing your child to take part in various sports activities (session changes are obviously subject to spaces being available).
5. Session One pupils must only attend activities that start AFTER 6.20pm. Session Two children must only attend activities that will finish by 5.30pm. This will allow getting from one destination to another safely and without rushing.
6. The "odd" occasion once a year is manageable and tolerable (school attendance etc), and we will allow this. However you must email in advance and not turn up without any notification.

Please also note / consider the following:

1. Your child only has 1.5 hours of Madrasah per day. It must be your priority that this time is not compromised whatsoever.
2. In today's environment, attending Madrasah and learning about Deen must be our utmost priority. It should take precedence over sporting activities which can easily be carried out on weekends / other times.
3. If parents have a "casual" approach to Madrasah and Islamic Education, then children will develop similar habits. The result will be a generation that has no link with their Deen.
4. A number of children are attending numerous sporting and/or other activities that they are physically and mentally becoming exhausted. Parents must adopt a realistic approach and ensure there is a balance.
5. Another unfortunate consequence of this problem is that sadly, we have experienced children telling untruths regarding the reason of coming late / leaving early / absence. Such bad habits slowly lead to deterioration in other morals and manners, thus this must be avoided at all times.

Concluding, we are giving advance notice to all parents, so that you can make alternative arrangements. We request your full cooperation and understanding in this matter, and make Dua that we all remain steadfast on our Iman and Deen. Ameen.

Notice Updated: 24.10.17