

Application Form



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Please complete the form below (accurately, in **(CAPITALS)**) in order for your child to be placed on the waiting list, and return or post the completed form to the school office. When a suitable place is available, you will be contacted.

CHILD'S DETAILS

FIRST NAME:	MIDDLE NAME:
SURNAME:	DATE OF BIRTH:
ADDRESS:	
	POST CODE:
TELEPHONE:	ETHNICITY:
GENDER: MALE/FEMALE (PLEASE CIRCLE)	NATIONALITY:
MAIN LANGUAGE:	MOTHER TONGUE OF CHILD:

FAMILY DETAILS

WHO HAS THE PARENTAL RESPONSIBILITY FOR THE CHILD? FATHER/ MOTHER / JOINT/GUARDIAN (PLEASE CIRCLE)	
MOTHER'S NAME:	
EMAIL:	WORK TEL NO:
MOBILE NO:	(TO ALSO BE USED FOR TEXT MESSAGES)
FATHER'S NAME:	
EMAIL:	WORK TEL NO:
MOBILE NO:	(TO ALSO BE USED FOR TEXT MESSAGES)
NAME OF THE SIBLINGS ATTENDING AL FALAH:	
Reference (office use only)	
CLASS:	ACADEMEIC YEAR:

CURRENT/PREVIOUS SCHOOL/ISLAMIC EDUCATION DETAILS

NAME OF SCHOOL:

ADDRESS:

PHONE:

DATES ATTENDED FROM:

TO:

QURAN READING LEVEL OF CHILD: MEMORISING QURAN/READING QURAN/JUZ 30/QAI'DAH (PLEASE CIRCLE)

SPECIAL EDUCATIONAL NEED

DOES YOUR CHILD HAVE ANY LEARNING DIFFICULTIES (i.e. DYSLEXIA, SPECIAL EDUCATIONAL NEEDS)?
YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS:

MEDICAL DETAILS

DOCTOR/GP'S NAME:

ADDRESS:

PHONE:

DOES YOUR CHILD HAVE ANY MEDICAL PROBLEMS? YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS:

DOES YOUR CHILD HAVE ANY ALLERGIES? YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS:

MEDICATION

YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS:

FOR OFFICE USE ONLY

YEAR:

ACCEPTED: YES/NO

DOCUMENTS: SCHOOL REPORT/BIRTH CERTIFICATE/PASSPORT

ADMISSION NO:

SIGNATURE:

DATE:

ADMISSION FEE:

NOTE REGARDING CHILD:

Emergency Contact Form



(For all children we must have at least two NONPARENTS Emergency Contacts who must be aged 18 or over)

Emergency Contact-1

Mr/Mrs/Miss/Ms * (*circle as appropriate)

Forename Surname

Address:

Home Tel No..... Work Tel No.....

Mobile No (to also be used for text messages)

Email

Relationship to child

Emergency Contact-2

Mr/Mrs/Miss/Ms * (*circle as appropriate)

Forename Surname

Address:

Home Tel No..... Work Tel No.....

Mobile No (to also be used for text messages)

Email

Relationship to child

Emergency Contact-3

Mr/Mrs/Miss/Ms * (*circle as appropriate)

Forename Surname

Address:

Home Tel No..... Work Tel No.....

Mobile No (to also be used for text messages)

Email

Relationship to child

Consent Form for the Recording and Use of Images

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website. As part of our work to comply with the GDPR, we are seeking consent for using photographs or videos of your child on our website, internal displays or other school materials. The information in this form will be used throughout your child's time at school. You may withdraw your consent at any time by contacting the school

Name of Pupil..... Year.....	
Please circle as appropriate	
I give permission for my child's photograph to be used within school for display purposes. E.g. trip photo, pride team photos, class star of the week.	Yes / No
I give permission for my child's photograph to be used in the school Prospectus and other printed publications that we produce for promotional purposes.	Yes / No
I give permission for my child's image to be used on our school website.	Yes / No
Are you happy for the school to print images of your child electronically? E.g. photos in school work books showing what children have been doing in class, but not for publication on the website, social media or the press.	Yes / No
I give permission to record my child's image on video camera.	Yes/No

I have read and understood the conditions of use and give my consent for my child's image/s & videos to be used as described above.

Parent's or guardian's signature: _____ Date: _____

Parent's Name (capitals): _____

Relationship to child: _____

- **Conditions of use**

- This form is valid for six years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Eid decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Your consent can be withdrawn at any time in writing.
- Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
- If we wish to retain any images or video for the schools historical archives, we will seek written permission from a child's parents with full and transparent reasons to support the request.

Kind regards

M A Hussain

Head teacher

AL FALAH PRIMARY SCHOOL DATA SHARING AND CONSENT FORM

Dear Parent/Carer,

I confirm I have read and understood the reasons why specific data is shared. I will indicate my permission for me and my child's data to be shared by the following sites in the table below. For further information please read Al Falah's GDPR privacy notice.

Student name: _____ **Year:** _____

Parent/carer name: _____

	<u>YES</u>	<u>NO</u>
<p>Eduspot: A parent school portal which gives Al Falah the opportunity to text you the vital information about school. Such as: absences, lateness, fees reminder, holiday updates. Contact information only for those with parental responsibility is shared with this provider.</p>		
<p>Google drive: This is a Cloud storage and collaboration platform <u>used by staff only</u> to host learning resources and encourage independent learning. Student name, registration group, email and timetable will be shared.</p>		

Signed Parent/Carer: _____

Date: _____

RULES AND REGULATIONS



It is in the best interest of the child, that the following have been incorporated according to the teaching of Quran and Sunnah. All students and their parents must abide by these rules and regulation:

- All students must demonstrate best behaviour at all time and show the utmost respect for all teachers, staff and fellow students. Respect is an integral part of our 'Deen'.
- The school starts at **8:00 am** and finishes at **3:45 pm**. On Fridays' school ends at **11:45 am**. Students are required to come to school on time and must be collected on-time. Students are required to attend the school assembly starting at 8:00am.
- It is the responsibility of the parents to notify the school if the student is late or unable to attend the school. Frequent absenteeism may result in your child being excluded from the school.
- All children should attend school in full school uniform.
- Parents are to provide healthy lunch. Sweets, chocolates, crisp etc should be avoided as we promote "healthy eating" at Al Falah.
- Registration Fee is **£200 (non-refundable)**. This must be paid upon registration by cash, bank transfer or cheque. When signing this form you are agreeing **to pay all fees** pertaining to the education of your child at Al Falah.
- If parents wish to withdraw their child, parents must give a full term's advance notice and pay the full term fees. All outstanding annual fees must be paid by June. Parents receiving end of year reports are subject to the clearance of the full annual school fees.
- Annual Fees: this is paid in 3 terms or full upon admission. Parents unable to pay by these methods can pay upon request on a monthly basis (10 instalments) by cash, cheque or bank standing order.
- The school has the right to accept or refuse applications in accordance to the school's admission policy.
- Applicants academic and character reports will be checked at the time of admission.
- All complaints after verbal discussion should be made in writing to the administrator of the School in order to resolve and log them in the complaints register.
- All the above rules and regulations must be adhered to. The school reserves the right to alter or amend any regulation when it deems necessary. The declaration must be read **carefully and signed** or your application can not be processed. The information provided by you is kept confidential.

DECLARATION: I confirm that the information given on this application form is true and accurate to the best of my knowledge. I understand that my applicant will be disqualified if I have knowingly given false information.

I have read (or had explained to me) and understand all of the rules and conditions in this application pack and all of the requirements that are obligatory on me. I accept and agree to follow the rules and regulations of Al Falah Primary School, which may be subject to updating at any time if necessary, and agree to meet my financial obligations to the school as laid out in this document.

Name of Parent / Guardian:	Relation to applicant:
Signature:	Date:

AL FALAH'S HOME-SCHOOL AGREEMENT

With this statement, we wish to work in partnership with you and help your child reach his or her full potential. Both the school and the home have a shared responsibility for your child's education and social development. Please read the Home/School Agreement.

Commitment of the School:

- To provide a safe, caring and organised environment for your child.
- Value and respect your child as an individual and as a member of the school community.
- Make learning at the school an enjoyable and positive experience using praise whenever possible.
- Provide a broad, balanced National and Islamic Curriculum which leads to the development of all round skills, tailored to meet individual needs
- Share information with you regarding your child's progress.
- Address and respond (when appropriate) to any concerns that may be raised.
- Inform you if we have serious concerns about your child's work and behaviour.
- Endeavour to communicate changes that affect your child's normal routines.

Commitment of the Parent/Carer:

- My child will attend school regularly and arrive on time (8am), if absent I will inform the school of the reason by 8:15 am on the day of absence on 0208 985 1059. I'll collect my child/children at 11:45 am on Friday and 3:45 pm Monday to Thursday.
- My child will wear the school uniform or school colours. I will also provide the necessary kit (for PE, swimming etc).
- I will encourage and support my child through homework, reading and discussion.
- I will do my best not to take holidays during the school term.
- I will attend progress meetings and any other meetings that may affect my child. At any other time, I will make an appointment beforehand.
- I will adhere to the school's fees policy and pay my child's full annual fees.
- For security reasons, I will report to the office on all visits and will wear a visitors badge when on school grounds.
- I will inform the school of any circumstances that might affect my child (including telephone number change, address changes, medical conditions, medications etc).
- I will support the school's Behaviour and Safeguarding policies to ensure a safe, secure and well-ordered environment.
- I will also do our best to carry out the school commitment.

I have read and understood this agreement and will do my best to abide by it.

Parent/Carer: _____

Date: _____

Head Teacher: _____

Date: _____