



# ALYAQEEEN ACADEMY

116-118 Church Road Yew Tree Lane, Yardley Birmingham B25 8UX

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## Tuition Admission Form

**Child's Details** Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ M/F \_\_\_\_\_

Address: \_\_\_\_\_ Post Code \_\_\_\_\_

### Name of the Parents/Carers Living at Home Address Above

Mother's Name \_\_\_\_\_ Mobile \_\_\_\_\_ Occupation \_\_\_\_\_

Father's Name \_\_\_\_\_ Mobile \_\_\_\_\_ Occupation \_\_\_\_\_

**Emergency Contact:** Name \_\_\_\_\_ Mobile \_\_\_\_\_ Relation \_\_\_\_\_

Any Known Medical Issues \_\_\_\_\_

**Doctor's Name & Address:** \_\_\_\_\_ Phone \_\_\_\_\_

### Academic Details

Please tick the group your child comes under

**Primary:** Reception, Year 1,2,3,4,5,6     **Secondary:** Year 7, 8, 9     **GCSE** Year 10 & 11

### **ONLY FOR GCSE** Please tick the appropriate exam boards

Please tick the appropriate Science qualification your child is studying:    Double Award     Triple Award

A one off admission fee of £20 is to be paid before starting the course.

**(Fees MUST be paid by the 1st Week of each month)**

I agree to pay the fee for my child on the time as a Sadaqah or a gift InShAllah.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **For office use only**

Date submitted Application: \_\_\_\_\_ Successful: Yes / No Admission fee paid £ \_\_\_\_\_

Section/Course: \_\_\_\_\_ Class: \_\_\_\_\_ Signature of Admin \_\_\_\_\_

## **AIMS**

In the Alyaqeen Academy we aim to provide a quality education.

## **TIMING, PUNCTUALITY & ABSENCE**

- It is very important that all children attend class regularly. Unnecessary absences will seriously affect their progress.
- If the child is late more than once in a week, then he/she may have to attend a "late detention" after Academy on an appointed day, Parents will be notified before that.
- Two or more unauthorised absences in one month may result in the parents being contacted. If this does not resolve the problem, then the child's name may be removed from the Academy register.
- Please ensure you drop your child/ren off on time and pick them up no later than 5 minutes after home time.
- At the end of each month, the Academy management will review the attendance of all students and have the full right to discipline, suspend or even expel any student who has taken a considerable amount of unauthorised leave.
- The Academy will not accept responsibility for students 10 minutes after home time nor for students who arrive 10 minutes before their scheduled time.
  - At the end of every two months the Academy will inform the parents about the child's progress report.

## **BEHAVIOUR & DISCIPLINE**

- Bullying, verbal, physical or racial harassment will not be tolerated and may lead to suspension and in severe cases expulsion.
- Fighting and the use of any sort of foul language will not be tolerated.
- Disobedience and disrespect of the Academy as well as teachers and staff will automatically result in suspension or expulsion. Persistent disruptive behaviour will not be tolerated.

## **DISCIPLINE PROCEDURE**

The Academy has a strict 4 stage Discipline procedure. If the student misbehaves then these steps will be taken in sequence. If after stage 1 the student continues to misbehave then stage 2 will be implemented etc. In extreme circumstances, the management has the right to imply stage 4 instantly.

**Stage 1:** A verbal warning will be given to the student.

**Stage 2:** A written warning will be issued.

**Stage 3:** The parents/guardians of the child will be called in to have a meeting, the student will be suspended and may be placed on report after their return.

**Stage 4:** The student will be expelled immediately. In certain circumstances, a student could be expelled immediately, without having to follow the behaviour policy.

## **BREAKAGES AND DAMAGES**

The Academy is entitled to require parents to pay for the cost of damage caused by children (e.g., breakage of windows, damage to furniture, desks etc).

## **SUGGESTIONS & COMPLAINTS**

In order to meet with any of the teachers an appointment should be made. Teachers will not meet with any parent without an appointment. Especially when picking up and dropping off children.

To insult the trustees, teachers or any member of staff will be judged as inexcusable and any student found guilty will be liable for dismissal. Alyaqeen Academy reserves the right to expel any student when it seems necessary. Anyone expelled will have no legal remedy against Alyaqeen Academy. I have read or had explained to me and understand all the rules and regulations on the form. I accept to follow the rules and regulations of Alyaqeen Academy. I/we want the Academy to obtain any such medical care as necessary for the welfare of my children through a qualified person, physician, or a hospital in case of any emergency, injury or sickness. I/we hereby waive all rights and claims against the Academy, its teachers and staff, executive council, and the board of trustees.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_