

ENROLMENT POLICY

INTRODUCTION:

At Taha academy we look to enforce fairness equality in our Admissions policy, as we strive to make the Academy inclusive to all young Muslims enrolling to the Academy.

At Taha Academy we look to instil core Islamic beliefs into the student to enable them to become future Islamic Leaders and live their lives according to the principle of the Quran and the Sunnah.

How Parents Can Apply Their Child/ren To The Academy

At Taha Academy our students ages range from 4 -16

4-Year-Old (Part time – ONLY SATURDAYS)

5 -16 Year Olds (Full Time)

Parents can find online forms on our website to fill in or enrol the student at the Academy. As soon as we receive the online forms and assess the candidate, we will contact parents via phone or email to inform them regarding the acceptance of the student.

All parents/guardians are required to fill out an application form with the legally correct information.

The parent/guardian must state any health issues their child may have.

It is the sole responsibility of the parent/guardian to inform the Taha Academy head teacher of any changes of details relating to the application form, including, but not limited to, the address, contact details and all health issues.

Waiting List

Due to high demand of applicants, there may be a possibility that all available spaces have been taken up. If a parent chooses to enrol their child/ren whilst the spaces are full, there may be a possibility that the applicant will be placed on the waiting list. Priority will be given to those who are further up on the waiting list.

Class Size

At the Academy we aim to provide quality teaching, therefore our classes are kept to a maximum of 15 students. This enables the teacher to provide sufficient 1 to 1 time for each student. However, the number of students in each class may vary, depending on age.

Fees & How to Pay

Our fees are kept to a minimal amount of £60 per month. This is broken down to £15 a week and £2.50 an hour. We ask all parents to pay on a monthly basis (first Saturday of the month). We accept the fees to be paid via Bank transfer or Cash (ONLY handed to the Admin).

Taha Academy has a set one-off admission fee of £25 which covers the cost of resources provided to the student upon enrolling at the Academy and this will need to be paid at the time of admission

Our fees for part time students set at £35 with the one admission fee of £25 upon enrolling the child at the Academy

The registration fees are non-refundable, except in the case where the school is unable to offer the student a place on a course.

Tuition Fee at Taha Academy is fixed and cannot be negotiated

Any days missed are non-refundable except in exceptional circumstances

Once paid, fees cannot be transferred to another day, month or term.

Any damage caused by the student will require the parent/guardian to pay for all damages.

Delayed Payments

if fees are delayed without a valid reason, then a charge of £10 will be placed alongside the outstanding fee. If there are 3 consecutive delayed payments within one term, then a charge of £25 will be added on the outstanding fee.

Sibling Discount

We understand that some parents may enrol two or more children at our Academy, therefore, we offer a sibling discount.

Uniform

Boys:

- Thobe/Jubbah (white)
- Hat (White)
- No accessories (Smart Watches)

Girls:

- Burqah, (Black)
- Head Scarf (White)
- No Jewellery
- No Make Up

Any student who fail to wear Academy uniform multiple times, will be led to disciplinary action

Attendance

Students should arrive at 9:50am to ensure they are fully ready to start lesson on time at 10:00am, any late students will automatically be marked as late and this will affect their overall attendance, any lateness will not be tolerated.

If a child is late more than 3 time without a valid reason by parents, we will issue a detention.

If the child is absent, parents should inform the school promptly or else the absence will be marked as unauthorised, parents are required to come to the office with their child and report lateness.

Any planned holidays should be informed to the Academy, if failure, fees will not to be compensated for

EQUIPMENT

All students must have the following equipment's prior to coming to the Academy

- Pen (black)
- Pencil
- Notepad
- Books (Qaidah, Child's Gift, Hafs LV3, Islamic Studies Book)
- Quran (own copy)

Homework

In order for students to have consistency in their learning, we provide weekly homework that is mandatory upon all students to complete. If students fail to complete their homework the following will take place:

1. First warning
2. Miss breaktime
3. Sent to the headteacher
4. Parents will be informed

Leaving the Academy

If parents intend to withdraw their child from the Academy then a two weeks' notice must be handed in, this will allow the Administration to deal with any outstanding fees or refunds. If parents who withdrew their child/ren and want to reapply their child/ren to the Academy, their space will not be guaranteed and admission fees will have to be repaid.

If a student is to leave during the term, fees will not be refunded for weeks paid.

Exclusions/Suspensions

If any student is found displaying violent behaviour towards other students or members of staff, this will be informed to the Headteacher and parents will be contacted immediately for an interview with the student and the Headteacher. Thereafter, a decision will be made by the Headteacher whether to suspend or expel the student. Actions will be taken immediately. In the case of suspension, the duration will be kept to the discretion of the Headteacher depending on the severity of the incident.

Media

For promotional purposes, Taha Academy may take pictures, videos and/or audio recordings to be displayed on social media, our website, posters and other marketing platforms. If you would like your child not to be involved in any of these, please inform the head teacher in advance.

This policy will be reviewed annually and may be subject to change.

Taha Academy Management