

## **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 -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 Admin 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 12 - 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. At the same time Foundation classes will consist of a teacher and an assistant to ensure the students are given quality time for learning throughout the school hours.



# Taha Academy

*Building bridges between the servants and their lord.*

**Address:** Harris Academy, Lamb Lane RM13 9XD **Phone:** 07375225859 **Email:** admin@tahaacademy.com

## **Fees & How to Pay**

The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

The fees at the Academy are based on a subscription method in which fees must be paid in full at the beginning of every month unless decide to withdraw.

Our fees are kept to a minimal amount of £65 per month. This is broken down to £16.25 a week and £2.70 an hour. All parents must pay on a monthly basis (1<sup>st</sup> of every month). Payment must be made via Direct Debit or Cash (ONLY handed to the Academy Admin).

### **If you have a payment plan for the fees, please state this to the Administrator**

Taha Academy has a set one-off admission fee of £45 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

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, full fees must be paid (Subject to authorisation form)

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

Full fees are due if regular classes are replaced by an activity considered to be important for the student's educational development. For example, parental meetings, teacher training day, or a school conference.

Full fees are due during Academy holiday time

If parents intend to go on holiday, this needs to be stated to the admin but full fees are still due as your child is still an active student in the Academy.

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

## **Delayed Payments**

It is the parents/guardian responsibility to inform us of any circumstances which may lead to delayed payment.

If payments have been delayed without informing the Admin or without a valid reason, we take the following steps:

**A message will be sent via text as a reminder for overdue payments (This message will be sent 4 days after initial payment date)**

Failure to make payment after five days of receiving the text message, this will lead to moving onto the next step

## **Receiving a phone call**

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After receiving the phone call the parent/guardian will have a 24 hours to settle the fees. If after the 24 hours the parent/guardian still have not made the payment this will lead to:

**Temporary suspension of student's lesson until payment has been made**

## **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 in a month 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, this will lead to an unauthorised absence.

## **EQUIPMENT**

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

Pen (black)

Pencil

Notepad

Books

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:

First warning

Miss breaktime

Sent to the T & L

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 you have withdrawn your child from the Academy and have not followed the procedure above, the full fees of the that month is required.

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 Head Teaching and Learning Co Ordinator . Thereafter, a decision will be made by the Head Teaching and Learning Co Ordinator 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 Head Teaching and Learning Co Ordinator depending on the severity of the incident.



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## **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 Administrator/Branch Administrator in advance.

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

Taha Academy Management