**Southcourt Islamic Centre, Aylesbury**

***Churchill Avenue, HP21 8LZ***

***Registered Charity: Toheed Ul Islam Association; Charity No: 1088550***

MAKTAB APPLICATION FORM

Please fill out the form using block capitals.

**Details of applicant:**

First name ……………………….. Last name……………………..............

Address…………………..……………………………………………………Postcode……….......................

Current year in school …………… Place of Birth ……………………………………..

Date of Birth (**minimum age 6**) ………/……/………………. Home Phone ……………………………

Emergency contact and number ……………………………..

Male Female

**Details of parent/guardian:**

First name ……………………………. Last name…………………….

Contact number ……….……………………………

Details of 2nd parent/guardian

First name …………………….……. Last name .……………….

Contact number …………….………………………………

**Sibling already studying at the Maktab Toheed Ul Islam**

Names: …......................................................................................

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**Details of Person(s) Dropping & Collecting Children:**

1) Name…………………………………. 2) Name …………………………3) Name………………………

Mobile No. ……………....................... Mobile No……………………….. Mobile No .………….……

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**Details of education:**

Name and address of school……………………………………………………………………………………

Previous Islamic Education……………………………………………………………………………………

Name of Masjid / Madrasah……………………………………………………………………………………

Reason for leaving …………………………………………………………………………………………….

**Other Detail:**

Does the applicant suffer from any illness that we need to be aware of? Yes No

If yes, please give further details in the space provided below:

………………………………………………………………………………………..

Does the child have special educational need? (SEN) Yes No

If yes, please give further details in the space provided below:

…………………………………………………………………………………………..

Please attach with form: (a) birth certificate copy (b) last school report (secondary school only) (c) admin fee

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**For Office use only:**

Date of receiving application: ………………… Date of Admission ……………………….

Admission Fee Received: …………………

**Guidelines for Parents/Guardians**

If my child’s application is accepted, I will implement the following guidelines.

1. I must ensure my child adheres to the correct Islamic clothing and is always punctual with the timings of Maktab.
2. I must not book any appointments, or any activities at Maktab times unless it is unavoidable in which case the teacher of my child should be consulted.
3. I understand that unauthorised absences of my child can lead to being removed from the Maktab’s register. If I wish to re-admit them, I must fill in a new application form join the waiting list.
4. Any complaints that I have will be reported to the management either through writing or a meeting that will be arranged on weekdays between 4:30pm – 7:30pm.
5. I will ensure that the fee of my child is paid on time, in three termly instalments.
6. An admin fee (non-refundable) of £15 needs to be paid when submitting the form.

Please note: Once you have handed in your application form, management will contact you via the number you have provided withing 28 days to acknowledge the application.

Also, it is particularly important to note that we only take new applicants in September, the start of our new academic year. Any applications taken or given thereafter will have to wait until the following academic year.

For any further information, please contact us via the following number on weekdays between 4:30pm – 7:30pm;

**Maktab contact number**

**TBC**

Parent/Guardian’s signature:

Date: