

ADMISSION NOTES

APPLICANT ELIGIBILITY - Children who have reached the age of 4 by the 1st September will be considered for entry. Any illnesses or disabilities the children may have must be mentioned in the application in order to cater for their needs in the best possible way.

SPECIAL NEEDS - Our school is inclusive and we welcome applications from children of all abilities. Pupils with special educational needs (SEN) will be reviewed at the time of confirmation.

SAFEGUARDING - Our core priority is the safety and welfare of our pupils. All staff are trained and reminded to be extremely vigilant in the safety and welfare of our pupils. It is our duty and responsibility to be transparent and absolutely clear in communicating with social workers and safeguarding agencies.

ACCEPTANCE – The following details will be required upon our request at the time of enrolment.

- Birth certificate;
- Medical report (available from your G.P.) mentioning any medication, illnesses, disabilities, dietary needs etc. that your child may have (if applicable);
- Latest school report;
- Admission fee (see below for further details);

ADMISSION FEE – The admission fee is a one-off payment of £100.00 per child (£120.00 inc. VAT). This fee will be **non-refundable** and **non-transferable** to another child wishing to attend the school.

TUITION FEES – Annual (Aug to July inclusive) tuition fees are £1860.00. (£2232 inc. VAT)

PAYMENT METHODS – The most convenient method is to pay £186 per month (inc. VAT) via a standing order. This usually starts from August for all new starters who are enrolled at the start of the academic year. If you prefer another method of payment, then you are welcome to discuss this with the school administration. The fees of any child who is enrolled during the academic year will be discussed at the time of enrolment.

SCHOOL TIMES –

Monday to Thursday: 8:50am – 3:10pm. Lunchtime: 11.40am – 12.40pm

Friday: 8:50am-12:00pm. No lunch

ARRIVING TOO EARLY – For health and safety reasons, please wait with your child until 8.30am before sending them into school.

PACKED LUNCH – All parents/guardians are asked to kindly provide each child with a packed lunch. Crisps, chocolate, sweets, bubble gum and drinks other than water are impermissible.

DRESS CODE –

Boys: Cap, kurta (below the knees) and trousers (which should be above the ankles) and reasonable footwear.

Girls: All girls should wear a long black jubbah (also known as jilbab/abaya) over their clothes (the jubbah must not be open from the front) and reasonable footwear.

APPEARANCE - Hair for boys and girls should be in accordance with school rules. Any form of appearance contrary to school rules (e.g. dress, haircut, etc.) will not be acceptable.

ATTENDANCE & PUNCTUALITY - Punctuality is of paramount importance and any unauthorised absences will not be acceptable. Days should not be taken off without a valid reason and the school must be notified daily of all absence. Please see below for information about holiday absence.

LATENESS/APPOINTMENTS – Any child arriving at school after 9.20am will need to be signed in. Therefore parents/guardians who come to drop off their child will need to come into the office to sign in. Similarly parents/guardians who come to collect their child for appointments etc. will need to come into the office to sign out and sign in when the child is dropped off.

HOLIDAYS – A holiday planner will be sent to all parents at the start of every academic year.

HOLIDAY REQUEST – Unauthorised holidays are prohibited. Approval before booking any holidays must be obtained by filling in a holiday request slip. This is in order to keep the disruption of the child's education to a minimum.

WHATSAPP/CLASS DOJO – Any messages from school will be posted on WhatsApp and class dojo. It is very important the school has up to date WhatsApp number and correct email (for class dojo).

POLICIES - All school policies are available on request from the School Office.

COMPLAINTS PROCEDURE – The Complaints Policy and Procedure is accessible via the link (<https://gardenofknowledge.co.uk/complaints-policy-and-procedure/>). In the unlikely event of parents wishing to make a complaint, please read the policy carefully and follow the procedure laid out in the policy.

VISITORS - All visitors entering the school should come directly to the school office. Going beyond the office into the classrooms or passages without authorisation is strictly prohibited.

PUPILS LEAVING – 2 weeks written notice must be given prior to any child leaving the school.

TERMINATION OF ADMISSION- Rawdhatul Uloom reserves the right to terminate any student's admission when it deems necessary. Anyone whose admission has been terminated will have no legal remedy against Rawdhatul Uloom.

Parents will be informed in writing of any changes in the school's Admission Notes.

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