

Al-Naseeha Saturday “The School” Enrolment Policy

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1. INTRODUCTION

Al-Naseeha is a non-profitable school which provides a service for the future Muslim generation. We provide supplementary Islamic education to girls & boys aged 4-14 years old. Using modern teaching techniques, we teach according to the Quran and Sunnah and develop children to become valuable individuals. In addition, by limiting our class sizes to a maximum of 20 we are able to give more attention to each student.

We believe each student has something unique to offer, and we hope to encourage and nurture their talent as well as equip them with skills. We are extremely proud of our family atmosphere and the excellent relationship we share with our supportive parents. We see ourselves more as a facilitator rather than a traditional educator. Our team comprises mainly of professionals that have their day job but provide additional service on Saturday to teach children. We want our students to find their own voice and learn to take greater responsibility for their own education, and retain that excitement for learning and discovering more even after they leave us.

2. STAGE 1: APPLICATION

There are a few preliminary procedures that parents should follow in order to apply for a place for their child at the School:

If you would like to apply to the school, you can download the application form from this [website](#). The application form can be submitted to the school by the following methods:

- a) In-person to the school administration staff
- b) Via email to alnaseeha.school@gmail.com

3. STAGE 2: ASSESSMENT

Following receipt of your application form, if appropriate, your child will be assessed for Arabic reading and recall of Surah memorisation. This is done to ensure your child is placed in an age and ability-appropriate class.

4. STAGE 3: OFFER AND ENROLMENT

If places are available in the appropriate class, your child will be offered a place in the school. You would be given details of the essential books your child will need and will be expected to come the following week at the starting time of 9:30 am. If spaces are unavailable, your child is put on a waiting list & we will contact you if a space is made available.

A £20 admission fee is also payable at the time of admission.

5. SCHOOL FEE DEFAULTERS

- a) Places in the School are restricted; therefore, **if fees are left unpaid for any student for fifteen (15) days from the date due, then late fee charges are applied, and in severe circumstances, the student's offer of a place at the School may be withdrawn.**
- b) It is the sole responsibility of the parents to pay the full fees and accept the rules and regulations of the School.
- c) **For a detailed description of the fees policy, please read the fees policy on the website.**

6. PROGRESS REPORT

At the close of each academic year, students take an annual exam, and based on their performance and attitude during the year, they receive a report card detailing their academic progress.

7. SPECIAL EDUCATIONAL NEEDS (SEN)

The School is currently unable to accept students with a statement for SEN. However, in pursuing our aim to provide the best possible learning environment for all our students, we may be able to consider SEN students only if we are able to provide and fulfil the needs of the student.

8. MEDIUM OF TEACHING

In the school, English is used for communication and instruction. Books contain English-language instructions for students to follow and learn, while Arabic-language exercises may also be included.

We do not teach the Arabic language or speak/teach in the Arabic language.

9. PARENTS' COMMITMENT

The School is an educational institution, and as such, it attempts to involve parents as much as possible in this process. Parents are expected to have a positive commitment to the School's ethos and mission. The School reserves the right to discontinue enrolment of the student where this is not the case.

Membership or support for any organisation deemed illegal within the UK or whose conduct is detrimental to the school's aims, objectives, and ethos may lead to immediate disqualification of the application or exclusion from the School.

10. DISCIPLINE & EXCLUSION

Students are required to conduct themselves in accordance with the **School's Behaviour policy**. This is available on the School's website. Contravening these may lead to permanent exclusion from the School. When a student is suspended from school temporarily, the School will provide the student with the relevant work at home.

11. COMPLAINTS PROCEDURE

The School's procedure for handling complaints is available on **the School's website**.

12. PROVISION OF INFORMATION

The School will provide upon request particulars of the policies related to the curriculum offered, bullying, child protection, health and safety, the promotion of good behaviour and

sanctions adopted in the event of misbehaving. **PLEASE NOTE: The Head Teacher takes decisions** in accordance with the factors mentioned above. In borderline cases, a process of due consultation is followed. In all circumstances, the Principal/Head Teacher's decision is final.