



# Al-Ihsan Academy - STUDENT REGISTRATION FORM

Please complete and return form to us by post: Al-Ihsan Academy, Duru House, 101 Commercial Road, London E1 1RD; or by email. If you send by email, we will ask you to sign it later.  
Phone: 020 7426 0911 Email: [info@alihsanacademy.org](mailto:info@alihsanacademy.org) Mobile: 07903 726607.

<b>CHOOSE CLASS</b>	<input type="checkbox"/> <b>WEEKEND MORNING</b> 9.30am to 12.30pm	<input type="checkbox"/> <b>WEEKEND AFTERNOON</b> 1.30pm to 4.30pm	<input type="checkbox"/> <b>WEEKEND HIFZ</b> 9.30am to 12.30pm	<input type="checkbox"/> <b>EVENING TUE-FRI</b> 5pm to 7pm

## Section A: BASIC INFORMATION

### 1. CHILD'S DETAILS

Name		Date of birth	
Address		Gender	
		Ethnicity	
Borough	Post Code	Home phone	
Please give a brief description of your child's abilities and previous learning.			

### 2. PARENT / GUARDIAN'S DETAILS

Name		Address (if different from above)	
Home phone (if different from above)			
Mobile number	Work number	Email	

### 3. EMERGENCY CONTACT DETAILS

Name		Relationship to the child	
Home phone		Address	
Mobile number			

### 4. OTHER RELEVANT INFORMATION

Does your child have any <b>medical conditions</b> or <b>allergies</b> we should be aware of?	Does your child have any <b>special educational needs</b> ?
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Please use the space below to provide any other relevant information.

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## Section B: HOME SCHOOL AGREEMENT INFORMATION

Students and teachers are in the school for one basic purpose: to teach and learn in an Islamic environment. Parents are expected to bring their children to school on time and pick them up promptly at the end of classes. It is the responsibility of the parents to make arrangements to transport their children to and from the school. No student will be allowed to leave the premises on their own or early, unless arranged by parent in person.

To learn effectively each student is expected to:

- Come to classes regularly and on time.
- Come to the class prepared with books, relevant learning materials and completed homework.
- Be attentive in class and not make disruptive noise or gestures.
- Ask for permission to leave their seats and not leave without permission.
- Treat others and the property of others with respect.

The school expects the involvement and cooperation of the parents in the learning and discipline of their child.

All students are expected to dress modestly and apply the Islamic dress code. Boys are not expected to come wear shorts above the knee, while the girls are expected to cover their heads all the time during school.

I have read and understood the Home-School Agreement of Al-Ihsan Academy and agree to abide by it.

## Section C: PHOTO AND MEDIA PERMISSION

Occasionally we may take **photo and/or video** of the children at Al-Ihsan Academy. We believe that responsible use of children's images can make a valuable contribution to the school. No images will be used which may put any child at increased risk. **Please answer the questions below, sign and date the form.**

Are you happy for your child's photograph to be taken when participating in school activities?

- Yes  
 No

If you answered **YES** to the above question, please indicate if you are happy for your child's photo to be used in the following:

School newsletter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Schools displays and boards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
School website / prospectus / brochures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recorded in video	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you happy for your child to appear in the media?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section D: DECLARATION

**I agree for my child to attend Al-Ihsan Academy (Weekend Islamic School).**

I agree to abide by the guidelines set for parents/guardians by Al-Ihsan Academy, including behaviour and fee policies. I confirm that the information given in this form is correct to the best of my knowledge.

**I agree to pay the monthly fees on time.**

I understand the fee is due in advance and payable within 1<sup>st</sup> week of the month concerned. I understand I must inform Al-Ihsan Academy if am late in paying the fee; otherwise my child may be taken off the register.

**I understand this declaration is legally binding agreement.**

Name

Signature

Date

FOR OFFICE USE ONLY

- Accepted  
 Initial Assessment  
 Reg. Fee Paid  
 Welcome pack given  
 Allocated to class  
 On W/List  
 Rejected:

Sign: