



Student Application Form

Application for admission to the Hifz Class or the Alim Class

This form is in five parts. **Part A** is completed by the parent or guardian, with the student questionnaire completed by the student himself. **Part B** is completed by the student's current school and **Part C** by his current maktab or madrasah — please pass those pages to them; they may return them to us directly. **Part D** sets out the school's application terms and conditions, and **Part E** is the application declaration signed by the parents or guardians and the student. Type into the boxes on screen and save the file, or print it and complete it in block capitals; where a question does not apply, write "N/A". Return the completed form to education@darululoomlondon.com with a copy of the student's birth certificate and/or passport and his latest school report (stamped by the school); Parts B and C may be sent to us directly by the school and the maktab. Applications are not processed until everything has been received.

Part A — About the student

To be completed by the parent or guardian.

STUDENT DETAILS

1. Student's full name	2. Date of birth <i>e.g. 7 January 2019</i>	
3. Home address	4. Postcode	5. How long at this address?
6. Home telephone	7. Email for correspondence about this application	8. School year applying for <i>e.g. Year 7</i>
9. Applying for	10. When would you like him to start?	11. Languages spoken at home
☐ Hifz Class ☐ Alim Class	☐ As soon as possible ☐ Next term ☐ Next school year	

PARENTS, GUARDIANS AND CONTACTS

You decide who the main applicant is — the parent or guardian we should contact first. Then give a second parent or guardian and a third (emergency) contact. At least one must have parental responsibility; only the adults named here may collect the student.

Main applicant (parent or guardian) — our first point of contact

12. Full name	13. Relationship to the student <i>e.g. mother, father, uncle, family friend</i>		
14. Address, if different from the student's		15. Postcode	
16. Mobile	17. Daytime telephone	18. Email	19. Occupation

Second parent or guardian

20. Full name	21. Relationship to the student <i>e.g. mother, father, uncle, family friend</i>

22. Address, if different from the student's

23. Postcode

24. Mobile

25. Daytime telephone

26. Email

27. Occupation

Third contact / emergency contact

28. Full name

29. Relationship to the student

e.g. mother, father, uncle, family friend

30. Mobile

31. Daytime telephone

32. Email

Parental responsibility33. Who has parental responsibility for the student?
(tick all that apply)☐

Mother

☐

Father

☐

Legal guardian

☐

Other

34. Names of everyone with parental responsibility, and their
relationship to him35. Is there any court order affecting his care or
contact?☐

Yes

☐

No

36. If yes, please give details

37. Are both parents — and anyone else with
parental responsibility — happy for him to
board at Darul Uloom London?☐

Yes

☐

No

38. If no, or if anyone with parental responsibility has not been consulted,
please explain**CURRENT SCHOOL**

39. School name

40. Current year group

41. Address

42. Postcode

43. Telephone

44. Email

45. Date started *month / year*46. Date leaving or left *month / year*

47. Reason for leaving

CURRENT MAKTAB / MADRASAH

48. Maktab / madrasah name

49. Address

50. Postcode

51. Telephone

52. Email

53. Date started month / year

54. Date leaving or left month / year

55. How many complete recitations (khatm) of the Qur'an has he done?

56. Has he memorised any juz?

☐ Yes ☐ No

57. If yes, how many, and which?

MEDICAL INFORMATION

Please answer every question — our first aiders and boarding staff rely on this. Medicines, care plans and what happens if a boarder is unwell are explained in Part D.

58. GP name

59. GP surgery address

60. GP telephone

61. Does the student have any medical condition or ongoing health problem?

☐ Yes ☐ No

62. If yes, please give details, including any care plan

63. Please tick any that apply

☐ Asthma ☐ Eczema or skin condition ☐ Diabetes ☐ Epilepsy or fits
☐ Migraines ☐ Hay fever ☐ Hearing or sight ☐ Other

If other, please specify:

64. Does he have any allergies (food, medicines, insect stings or other)?

☐ Yes ☐ No

65. If yes, what is he allergic to, how severe is it, and does he carry an adrenaline pen or inhaler?

66. Is he currently taking any medication?

☐ Yes ☐ No

67. If yes, name of the medicine, dose and when it is taken

68. Has he ever been admitted to hospital, or had an operation or a serious accident or illness?

☐ Yes ☐ No

69. If yes, please give details and dates

70. Is he currently under the care of a doctor, hospital clinic or other health practitioner?

☐ Yes ☐ No

71. If yes, please give details

72. Are his immunisations up to date?

☐ Yes ☐ No

73. Is he able to take his own medication reliably?

☐ Yes ☐ No

74. Does he need any extra medical or personal care?

☐ Yes ☐ No

75. Does he wet the bed?

held in confidence by boarding staff☐ Yes ☐ No

76. If yes, how often, and is any treatment or support in place?

77. Any dietary requirements, other than halal food?

78. Anything else about his health or wellbeing we should know

SPECIAL EDUCATIONAL NEEDS, WELFARE AND SAFEGUARDING

79. Is he on the SEN register at his current school?

☐ Yes ☐ No

80. Does he have an Education, Health and Care Plan (EHCP)?

☐ Yes ☐ No

81. Has he been assessed by an educational psychologist or other specialist?

☐ Yes ☐ No

82. Please describe any learning, speech and language, behavioural, social or emotional needs, and the support he currently receives

83. Has he ever been suspended or excluded from a school?

☐ Yes ☐ No

84. If yes, please give details

85. Is or has the family been involved with social services, or has he been the subject of a child protection plan or a Prevent referral?

☐ Yes ☐ No

86. If yes, please give details

treated confidentially by the Designated Safeguarding Lead

87. Is there anything else about his circumstances or wellbeing (for example family circumstances, a bereavement, or previous experience of boarding) that would help us support him?

STUDENT QUESTIONNAIRE — TO BE COMPLETED BY THE STUDENT, IN HIS OWN WORDS

88. Why do you want to come to Darul Uloom London? (tick all that apply)

☐ Islamic environment

☐ Academic achievements

Any other reason

89. What would you like to become when you grow up?

90. What are your hobbies and interests?

91. Favourite subject, and why?

92. Least favourite subject, and why?

93. What time do you usually go to bed?

94. Do you have friends where you live?

☐ Yes ☐ No

95. Do you have a computer for homework?

☐ Yes ☐ No

96. Which devices, consoles and games do you use at home, and how long do you spend on them each day?

97. Time spent watching TV each day

98. Do you have a TV in your own room?

☐ Yes ☐ No

99. Time spent on the internet each day

100. Favourite websites or apps

101. Is there anything else you would like to tell us about yourself?

Part B — Report from the student's current school

To be completed by the student's current school and returned to education@darulloomlondon.com or to the parent in a sealed envelope. Used for admission and welfare purposes only — thank you.

102. Student's name

103. Year group

104. Dates at your school from – to

105. School name

106. Completed by (name, position)

107. Telephone

108. Email

109. Please rate the student in each area

	Excellent	Good	Satisfactory	Cause for concern
Punctuality	☐	☐	☐	☐
Behaviour in lessons	☐	☐	☐	☐
Behaviour around school	☐	☐	☐	☐
Effort and attitude to learning	☐	☐	☐	☐
Completion of homework	☐	☐	☐	☐
Relationships with other pupils	☐	☐	☐	☐
Relationships with staff	☐	☐	☐	☐
Response to instructions and discipline	☐	☐	☐	☐

110. Current attainment in each subject, against the expected level for his age tick 'Not taught' where a subject is not studied

	Below	Expected	Above	Not taught		Below	Expected	Above	Not taught
English — reading	☐	☐	☐	☐	Computing / ICT	☐	☐	☐	☐
English — writing	☐	☐	☐	☐	Languages (MFL)	☐	☐	☐	☐
Mathematics	☐	☐	☐	☐	Art and Design	☐	☐	☐	☐
Science	☐	☐	☐	☐	Design & Technology	☐	☐	☐	☐
History	☐	☐	☐	☐	Music	☐	☐	☐	☐
Geography	☐	☐	☐	☐	Physical Education	☐	☐	☐	☐
Religious Education	☐	☐	☐	☐	PSHE / Citizenship	☐	☐	☐	☐

111. Attendance this year (%)

112. Attendance last year (%)

113. Is he on the SEN register?

114. Does he have an EHCP?

115. Any suspensions or exclusions in the last two years?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

116. Details of any special educational needs, the support in place, or any exclusions

117. Recent assessment results, reading age, predicted grades or targets, if known

118. Are there any safeguarding concerns or agency involvement we should be aware of?

119. If yes, please give details, or ask for our Designated Safeguarding Lead on 020 8295 0637

☐ Yes ☐ No

120. Would you recommend this student for a boarding place?

121. Comments, including anything that would help us support him

☐ Yes ☐ Yes, with reservations ☐ No

Signature

Date

School stamp

Part C — Report from the student's current maktab or madrasah

To be completed by the student's current maktab or madrasah, or by his Qur'an teacher. Jazakumullahu khairan — your report helps us place him in the right class. Please return it to education@darululoomlondon.com, or to the parent in a sealed envelope.

122. Student's name

123. Class or level

124. Dates at your maktab
from – to

125. Maktab / madrasah name

126. Completed by (name)

127. Position

128. Telephone

129. Email

130. Please rate the student in each area

	Excellent	Good	Satisfactory	Cause for concern
Attendance	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐
Behaviour	☐	☐	☐	☐
Respect for teachers and elders	☐	☐	☐	☐
Effort and application	☐	☐	☐	☐
Relationships with other students	☐	☐	☐	☐
Qur'an reading (nazirah) — fluency	☐	☐	☐	☐
Tajweed	☐	☐	☐	☐
Memorisation (hifz) ability	☐	☐	☐	☐
Islamic knowledge for his age	☐	☐	☐	☐
Salah — ability and regularity	☐	☐	☐	☐

131. Number of juz
memorised
132. Complete recitations
(khatm)

133. Currently reading (surah / juz)

134. Books or level completed in Islamic studies (for example fiqh, hadith, seerah, Arabic, Urdu)

135. Character and conduct — comments

136. Any concerns about the student

137. Would you recommend him for the class he
is applying for?
☐ Yes ☐ Yes, with reservations ☐ No

138. Comments

Signature

Date

Maktab / madrasah stamp

Part D — Application terms and conditions

The school's published application terms and conditions (darululoomlondon.co.uk), read with its policies, which are available from the school office and take precedence where they go further.

1. The annual fee and the one-off admission fee are set out in the current fee schedule and the offer letter, and are payable in advance. The admission fee is not refundable. In certain circumstances the annual fee may be paid in instalments, on the dates set out in the fee schedule.
2. **All fees are non-refundable** if a student leaves Darul Uloom London of his own or his parent's or guardian's desire, or is expelled or excluded for misconduct. Unpaid fees may lead to the student being removed from the school register and the place being offered to another child.
3. Students are expected to respect all staff and to abide by the rules and regulations of Darul Uloom London.
4. The school uniform is white shalwar qamees or jubbah, with a topi and a plain black jumper (no logo).
5. The haircut must be of equal length all over, in accordance with the Sunnah, and the beard must not be trimmed or plucked.
6. Students must be punctual for all five prayers and must always show good manners.
7. The parent or guardian is responsible for the cost of any damage to the property of Darul Uloom London caused by the student.
8. No student may leave the boundaries of the school unless authorised by school staff. Proof will be required to authorise any absence.
9. Darul Uloom London reserves the right to suspend, exclude or expel any student who breaches the rules of the institute, following the procedure in the Behaviour, Character and Discipline Policy (03).
10. Students are expected to follow the entire timetable of all lessons, punctually.
11. All students are expected to follow the Sunnah of our beloved Prophet (peace be upon him) in all aspects of life, particularly in prayers, dress and social affairs.
12. Any student found smoking, stealing, shaving, cutting, trimming or plucking the beard, missing any salah, or failing to follow the school rules may be expelled.
13. Keeping and using mobile phones is not allowed.
14. The school may take photographs of your child and will take all steps to ensure that these images are used solely for the purposes for which they are intended.
15. The management of Darul Uloom London reserves the right to add to, remove or amend the rules and regulations as and when necessary.

Read with the school's policies. Acceptance of a place reserves it for the whole academic year, and the full annual fee, including VAT where applicable, becomes payable once the student starts; no refund, reduction or credit is given for withdrawal, absence, illness, holidays or exclusion, and a full term's written notice of withdrawal is asked for (Fee Policy 31). Attendance is a legal requirement: leave in term time is granted only in strict circumstances and must be requested by email at least 72 hours ahead, term-time holidays are recorded as unauthorised absence, and boarders must be back in school and signed in by 5.30pm after weekends at home (Attendance Policy 33; Boarders' Booklet 22). Medicines are handed in to staff on arrival, and a student with a condition needing emergency medicine must have a current care plan and the medicine with him on the first day of term (Care of Boarders Who Are Unwell Policy 05). The school follows Keeping Children Safe in Education and may share information with the local authority and other agencies as the law requires (Child Protection and Safeguarding Policy 02). Personal data is handled in line with the Data Protection Policy (34) and Privacy Notice (35). The school reviews its policies each year; the current versions are available from the school office.

What happens next

Once we have the completed form, both reports and the documents, we will contact you to arrange an interview and open day. Offers are confirmed in writing with a start date, the book list and the fee schedule. If you have any questions, please contact the school office on 020 8295 0637 or at education@darululoomlondon.com.

Part E — Application declaration

The school's published application declaration, signed by the parents or guardians and the student.

I wish for my son to be admitted for education at Darul Uloom London. I have seen, and am satisfied with, the accommodation, school policies, facilities, food and other arrangements, and with the school's functions. I declare that:

1. I give full consent to Darul Uloom London to administer medication and to provide first aid and dental treatment as and when required.
2. I confirm that my son is up to date with his vaccinations and does not have any medical conditions other than those I have disclosed in this application.
3. I agree to my son's photograph being taken when required and handled in accordance with Darul Uloom London's policy.
4. I understand that all medication must be handed in to the school office with a clear pharmacy label stating the student's name and the date and details of the prescribed medication. Non-prescribed medication, or any medication the medical staff consider damaged or inappropriate, will not be retained by the school, in accordance with school policy.
5. I agree to my child going on school trips, including those involving overnight stays under the supervision of Darul Uloom London, and taking part in any of the school's activities or extra-curricular activities, including those deemed high risk. I understand that the school will not be liable for accidents or injuries arising from such activities except where caused by its negligence.
6. I have read and agree to the Boarders' Booklet and accept without exception all the rules and regulations set out by Darul Uloom London, including those on uniform (white jubbah and a black jumper with no logo) and on prohibited items, including mobile phones and games consoles. I understand and accept that prohibited or confiscated items will not be returned and become the property of Darul Uloom London, which may deal with them as it sees fit, and that the school does not bear responsibility for any damage to or loss of confiscated items.
7. I will ensure that my child does not cut, trim, pluck, shave or otherwise remove his beard.
8. I will ensure that my child's hair is in accordance with the Sunnah, cut to one level, with no patterns or anything disallowed.
9. I understand that my child must be punctual for all classes and prayers.
10. I understand that no electrical items, food or drink are allowed into the boarding area, and that anyone who does not obey these rules may be suspended or excluded.
11. I understand and agree to the procedure in the event of an emergency (fire etc.) and the briefing on evacuation.
12. I understand and agree to the requirement for pupils to take care of their rooms and the school premises in general; if fixtures and furnishings are damaged, the school may charge the parents for repair or replacement.
13. I and my child will always show respect to all staff, students and visitors and never disrespect them.
14. I understand that if my child leaves the premises without permission he may be suspended or expelled.
15. I will fully co-operate with and accept all madrasah rules and regulations.
16. I accept all Darul Uloom London's policies and procedures, including any future policies and procedures as they are introduced or updated.
17. I consent to the information in this form being stored and used for admission, for all other administrative activities related to the school (including sending letters and emails) and for statistical purposes, in line with the school's Privacy Notice.

I agree with all of the above completely and will always respect Darul Uloom London's protocols and procedures. If any of the above conditions are not met or any rules are broken, the management has every right to suspend and/or expel my child.

Main applicant (parent or guardian) — I have read Parts D and E and agree to follow the school rules and to support the school in applying them

Full name	Relationship to applicant	Signature	Date

Second parent or guardian — I have read Parts D and E and agree to follow the school rules and to support the school in applying them

Full name	Relationship to applicant	Signature	Date

Student — I have read the school rules with my parents and I agree to follow them

Full name	Signature	Date

If only one parent or guardian is able to sign, please say why