



SECONDARY APPLICATION FORM

ACADEMIC YEAR Sept 2018-2019

Deadline for application: 9th November 2018

Please read the following before completing the application form:

1. Information in your application form will be kept confidential
2. Complete this form in black ink
3. All sections must be completed
4. Signed declaration and **processing fee of £15.00** is required to process application.
5. Please **attach a copy** of your daughter's **latest report** with the application form.
6. We will need your daughter's Unique Pupil Number (UPN). (You will need to ask your daughter's school for this.)

(Please note: without the above information, your application will not be processed)

FOR OFFICE USE ONLY		
<input type="checkbox"/> Processing fee	<input type="checkbox"/> All sections complete	<input type="checkbox"/> UPN number
<input type="checkbox"/> Latest report	<input type="checkbox"/> References	<input type="checkbox"/> Signed declaration
Application for (please circle): Y7 / Y8 / Y9 / Y10 / Y11		
Date application received: _____ Checked by: _____		
Name of Applicant: _____		
<input type="checkbox"/> Stage 1 complete	<input type="checkbox"/> Entry test complete	<input type="checkbox"/> Interview complete
Admission accepted: YES / NO		
Admission No: _____ Form Class: _____		
Notes:		

*It is important for parents to give the correct information and correct emergency contact details.
The school cannot be held responsible for the consequences of incorrect information given.

1. Child's Personal Details

First Name	<input type="text"/>
Surname	<input type="text"/>
Middle Name	<input type="text"/>
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Home Address	<input type="text"/>
	<input type="text"/>
Post Code	<input type="text"/>
Borough	<input type="text"/>
Home Tel Number	<input type="text"/>
Nationality	<input type="text"/>
Ethnicity	<input type="text"/>
Name and Address of previous school attended	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

2. Parents' Personal Details

Father's Details

First Name	<input type="text"/>
Surname	<input type="text"/>
Occupation	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Code	<input type="text"/>
Borough	<input type="text"/>
Telephone Number	Home <input type="text"/>
	Mobile <input type="text"/>
	Work <input type="text"/>
Email Address	<input type="text"/>

Mother's Details

First Name	<input type="text"/>
Surname	<input type="text"/>
Occupation	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Code	<input type="text"/>
Borough	<input type="text"/>
Telephone Number	Home <input type="text"/>
	Mobile <input type="text"/>
	Work <input type="text"/>
Email Address	<input type="text"/>

3. Emergency Contact Details (This must be different to the parent or guardians' details above)

First Emergency Contact

First Name										
Surname										
Relationship to the Student										
Telephone Number	Home									
	Mobile									

Second Emergency Contact

First Name										
Surname										
Relationship to the Student										
Telephone Number	Home									
	Mobile									

4. Details of Previous School Attended

Primary School

Name of School										
Address										
Post Code										
Telephone Number										
Unique Pupil Number (UPN)*										

* This is extremely important. Please contact your daughter's school to obtain this.

Secondary School

Name of School										
Address										
Post Code										
Telephone Number										
Unique Pupil Number (UPN)*										

5. Social & Medical Information

GP Details

Surgery Name										
Doctor's Name										
Address										
Post Code										
Telephone Number										

5.1 Does your daughter have any conditions requiring medical treatment?

a) Physical: Yes No

If yes, please provide details _____

b) Mental Health: Yes No

If yes, please provide details _____

c) Allergies: Yes No

If yes, please provide details _____

d) Long term conditions (e.g. Asthma): Yes No

If yes, please provide details _____

e) Social Services:

Is your child currently involved in a Child Protection Plan?

Is your child a 'Looked After Child'? Or in Foster Care?

Has your child been subject to Child Protection Plan previously?*

*Failure to provide correct information may jeopardise your child's place at Madani.

6. Academic Support

6.1 Has/does your daughter received any additional support for English? Yes No

(E.g. reading and/or writing)

If yes, please provide details _____

6.2 Does your daughter need additional learning assistance? Yes No

If yes, please provide details _____

7. Additional Information

7.1 Can your daughter speak English fluently? Yes No

7.2 Can your daughter speak any other languages? Yes No

Please provide details: _____

7.3 Does your daughter participate in extra-curricular activities? Yes No

If yes, please provide details

7.4 Please use the space below to tell us about your daughter's hobbies and interests, or any other additional information relevant to this application.

8. Statement

8.1 Please explain why you would like to send your daughter to Madani Girls' School.

8.2 How do you intend to support your daughter's academic progress at school?

8.3 How do you intend to support your daughter's Islamic Tarbiyyah (education & behaviour) at home?

9. Reference

In order to process your daughter's application, we require two references. The referees should be known to you in a professional capacity. One referee will need to provide a report on academic progress. The second referee will need to provide a report on Welfare and Behaviour.

First Referee

PLEASE TICK THE APPROPRIATE BOXES	EXCELLENT (96%)	GOOD (92%)	AVERAGE (88%)	BELOW AVERAGE (84%)	POOR (Below 80%)
ATTENDANCE					
PUNCTUALITY					
MOTIVATION					
EFFORT					
BEHAVIOUR					
RELATIONSHIP WITH PEERS					

FULLNAME:

POSITION:

SIGNATURE:

DATE:

Second Referee

9.1 Has this student been referred for serious misconduct during the last two years?

Yes no

If yes, then please comment below:

9.2 Has this student received ESOL support? Yes no

9.3 Has this student received any learning support? Yes No

If yes, please specify what type of support they were receiving?

9.4 Is this student applying for a course which is appropriate to their ability? Please, elaborate.

9.5 Would you like to mention anything that you feel is important for us to know when considering this student?

FULLNAME:

POSITION:

SIGNATURE:

DATE:

10. Declaration by Parent/Guardian

- I have read and understood all the questions on the application form.
- I confirm that the information provided on this application form is true and accurate to the best of my knowledge.
- I understand that my application will be disqualified if I have knowingly provided false information.
- I agree to inform the school of any changes in the information provided on this form.
- I accept and agree to follow all rules and regulations of Madani Girls' School which may be subject to change.
- I have a record of the School Fees document and will make sufficient provisions to ensure that I am able to pay the required amount.
- I will give 3 months notice if I wish to withdraw my daughter from the school. I understand that any school fees paid in advance will not be refunded.
- I understand that if my daughter starts school late in the month, the full month's fees will need to be paid.
- Due to the General Data Protection Regulation (GDPR) we require informing you about the way the school will be processing your personal information. Your personal data will be stored with us and only when necessary, it may be shared with other schools and Local Authorities. By signing this agreement you agree the way your data will be handled.

Signature of Parent/Guardian _____

Date _____

GENERAL SCHOOL INFORMATION

SCHOOL FEES

1. When your daughter is offered a place at Madani School, a one off payment of **£300 Admission Fee (which is non-refundable)** needs to be paid prior to admission.
2. Annual Tuition fee of **£2,400.00** is to be paid in one payment by 25th September or in 3 instalments (£800 per term).
 - **1st instalment - 25th September**
 - **2nd instalment - 25th January**
 - **3rd instalment - 25th April**

SCHOOL TIMINGS

School starts 8.00am and finishes at 2.35pm. Please note that pupils may be held behind until 2.45pm during after school clubs or sessions which usually run until 3.30pm. Parents are notified when this will be scheduled.

SCHOOL UNIFORM

Students are required to wear the school uniform at all times.

Indoor school uniform:

- Dark green coloured cotton shalwar kamees (which can be purchased at school)
- Dark green cardigan with school logo (which can be purchased at school)
- White headscarf
- Flat, black shoes- Smart wear, no boots, heels and trainers.

Outdoor school uniform:

- Black jilbab - loose in fitting
- White hijab
- Black coat – Long in length, below the waist and loose in fitting

PE uniform:

- Loose, light grey, long sleeved top
- Loose, light grey jogging bottoms
- Black or White trainers
- Black or White pull-on scarf