

**General Terms & Conditions**

* The minimum age for a child to attend the Madrassa is 5 years and the maximum age is 16 years.
* Parents/Guardians must fill out a separate form for each child at a registration session with an approved administrator.
* Incomplete forms will not be accepted.
* Our waiting list has a limited number of pupils.
* Before we input the child onto our waiting list, we go through an assessment process to find out which class is best suited for your child. If there are no spaces in the class and the waiting list is full then we cannot accept the application. Parents will be offered to try other alternatives in order to ensure that the child receives an Islamic education.
* Generally we only offer spaces to pupils at the beginning of each academic year (September) for pupils who are at a beginner level (Ahsanul Qawaid).This is because we follow a structured curriculum and if a child starts in the mid-year then that may cause disruption to the child's learning. However there will be exceptions to this rule which is solely dependent on the discretion of LII management.
* All application forms must be submitted to the main Lewisham Islamic Institute admin office with a £5 registration fee. For more information regarding our admissions policy, please visit our website on [www.lewishamislamicinstitute.org.uk](http://www.lewishamislamicinstitute.org.uk)
* Parents/Guardians MUST sign the registration form.
* The LII does not take responsibility for any child before 5:30pm and after 7:45pm on Monday to Friday. Nor before 10:00am or after 12:00pm on Saturdays or any time outside the scheduled hours of teaching within the institute.

**What We Offer**

* We offer 1 hour Qur’an (beginner, intermediate, advanced level) and 1 hour Islamic Studies within each session a day. Please refer to the attached leaflet for the days we offer.
* Qur'an and Islamic Studies are 2 separate classes, the Qur'an class is age/ability based and the Islamic Studies class is solely age based. Your child will be allocated accordingly after they have undertaken an assessment.
* Our main focus at the Lewisham Islamic Institute is for pupils to be able to read the Quran independently and enhance their memorisation of the book of Allah (swt). Our curriculum is available to view on our website [www.lewishamislamicinstitute.org.uk](http://www.lewishamislamicinstitute.org.uk)
* Pupils are referred to the Hifz programme by their class teacher, if their teacher feels that the child is ready to memorise the whole Qur’an.
* Parents may be informed that their child will need to retake a year if the teacher feels that the child will not benefit from advancing to the next level.

**Terms of Fees & Payments**

* An application fee of £5 is required with each new child; the form WILL NOT be processed without it.
* Tuition fees are yearly payments which are paid in 3 instalments of £135 per child paid in cash, debit card, bank transfer or cheque.
* New applicant’s fees will need to be paid before or on their first day.
* If for any reason you wish to withdraw your child/ren from the Madrasa, you must withdraw them before reaching the next instalment due date to avoid making any further payments as they will not be refunded. You MUST inform us one week in advance before the next instalment due date. Failing to do so will mean that you are still expected to make a payment for the next instalment. For more information about the fees and the consequences for late payments, please visit our fees policy on our website: [www.lewishamislamicinstitute.org.uk](http://www.lewishamislamicinstitute.org.uk)
* Fees will also not be refunded or reduced should the child leave at any point after the commencement of the term even if they have attended 1 lesson and all such fees will be pursued by our finance team.
* All required books should be purchased at least two weeks before the term start date.
* Parents or guardians must pay compensation for any damage caused by their child to the building property or equipment.

**Pupil Conduct & Performance**

* Pupils may be suspended or expelled at any time during the year should we feel that they are not working hard, misbehaving or not being regular & punctual. Please visit our pupils behaviour policy on our website: [www.lewishamislamicinstitute.org.uk](http://www.lewishamislamicinstitute.org.uk)
* The LII requires correspondence from parent/guardians explaining any LATENESS or ABSENCE.
* If students fail to attend Madrasah without a note or phone call after 3 lessons, LII has the right to withdraw such as students place in the institute.
* All pupils are expected to adhere to the Islamic teachings and code of practices. Dress Code:

 **A. Girls-** All girls are required to wear loose fitting clothing preferably abaya or jilbab with a hijab (as these fulfil the requirements of covering the awrah)

**B. Boys-** All boys are recommended to wear a thobe or a khamees and required to cover their awrah appropriately.

* Chewing gum, sweets, snacks or any type of food are not allowed on the institutes premises. Only water is permitted, no other drinks are allowed.
* Mobile phones or any other electronic devices are not allowed in class. If a child has a mobile they must switch it off and keep it in their bag. If a child breaks this rule their phone will be confiscated and returned to the parent of the child.
* Cards, magazines or any sort of inappropriate material are not allowed in the Masjid or classrooms if such items are found they will be confiscated.
* Parents must take up the responsibility to follow up their child’s progress. And should ensure that they help with revision and homework.
* All children MUST perform their daily prayer. It is the responsibility of the parent/guardian to remind their child of this and we may get in touch with you in this regard.

I have read the **TERMS and CONDTITIONS** of the Madrasah. I agree to honour all the requirements of my child’s study programme and the terms and conditions made by LII once my child/ren start Madrasah.**\*this agreement will be SIGNED on the Registration form.**

**General Data Protection Regulation:**

In accordance with the General Data Protection Regulation, data collected will be used exclusively for the purpose of registration. Lewisham Islamic Institute will treat your information with utmost respect and will not share or sell your data. By signing the registration form, you understand that Lewisham Islamic Institute has a legitimate interest to collect and process your personal data in order to meet the mandatory requirements. Furthermore, you agree that Lewisham Islamic Institute may process your information for the purpose of which it was intended for in accordance with the LII privacy notice. For further details please refer to our privacy notice on our website, [www.lewishamislamicinstitute.org.uk](http://www.lewishamislamicinstitute.org.uk)