



## Madrasah Hamidiya: Mission, Rules, and Admissions Guide

Madrasah Hamidiya is dedicated to nurturing students into well-rounded Muslims, instilling strong morals, discipline, and Islamic values through structured learning and personal development.

Before applying, parents and carers must read, understand, and agree to abide by all the Madrasah rules and regulations.

### 1. Our Mission and Ethos

#### Mission Statement

Madrasah Hamidiya is committed to fostering students who are beloved by Allah and become valuable members of society.

#### Why Choose Us

We focus on:

Tarbiyah: Emphasising Islamic upbringing, character, and ethics.

Structured Curriculum: Covering Qur'an, Tajweed, Fiqh, Aqaaid, Seerah, and more.

Qualified Teachers: Experienced in Islamic education and safeguarding.

Face-to-Face Learning: Encouraging interaction, discipline, and social skills.

High Expectations: Promoting academic, moral, and spiritual growth.

Parental Involvement: Through regular reports, meetings, and workshops.

Student Rewards: Including certificates, trophies, and gifts for achievement and good behaviour.

### 2. General Rules & Code of Conduct

All students are expected to adopt the Islamic way in all aspects of their daily life and conduct themselves in a manner that represents the Madrasah positively.

#### 2.1 Respect and Cooperation

**Respect for Staff and Premises:** Parents/carers and students must always bear in mind the respect of the staff and premises. Any disrespect, abuse, or intimidation of staff will be taken seriously and dealt with accordingly. Students must show due respect to staff, fellow students, and Madrasah property at all times.

**Cooperation:** Parents/carers and students must fully cooperate with the staff and the Madrasah in all matters. Parents are also expected to support Madrasah rules and Islamic values.

**Parental Meetings:** Parents/carers will be required to make themselves available for parent/carers' evenings and any other meetings that the teacher or headteacher requests. Parents may be called to the Madrasah to discuss a child's progress or other issues. Parents must not interfere with the day-to-day running of the Madrasah.

## 2.2 Bullying

**Zero Tolerance:** Bullying in any form will not be tolerated. Any student found to be in breach of the Madrasah Anti-bullying & Harassment policy will be reprimanded, suspended, or excluded, depending on the severity of the matter.

## 2.3 Classroom and On-Site Access

**Restricted Access:** Parents and carers are not permitted to enter any classroom during Madrasah hours. Under no circumstances should teachers be approached during teaching time.

**On-Site Conduct:** Access to the site is not permitted during Madrasah hours unless previously authorised. If arrival coincides with Salah time, parents/carers may perform their prayer but must refrain from interacting with teachers or students.

## 2.4 Electronic Devices

**Mobile Phones and Smartwatches:** All forms of electronic devices, including mobile phones and smartwatches, are not allowed in the Madrasah at any time.

**Exceptions for Travel Safety:** Phones are only allowed for travel safety with a parental consent form. If brought, they must be handed to the class teacher upon arrival and are not to be used during Madrasah hours unless permitted. The detailed policy is available on request.

**Consequences of Unauthorised Use:** Unauthorised use may lead to confiscation and disciplinary action. The Madrasah is not responsible for lost or damaged phones.

## 2.5 Abiding by Rules

**Adherence to Rules:** Parents/carers and students must abide by all current Madrasah rules and regulations and any new rules that come into effect. The Madrasah reserves the right to alter or amend the rules and regulations as required.

## 3. Applications & Admissions Procedure

### 3.1 Application Submission

**Online Only:** Applications will only be accepted via the official Madrasah Hamidiya online application form. No verbal or telephone applications will be accepted. Completed applications must be submitted online.

### 3.2 Trial Period

**One-Month Trial:** All applicants, if admitted, will be accepted on a one-month trial basis.

### 3.3 Notification

**Written/Email Notification:** All applicants, whether successful or unsuccessful, will be notified by the Madrasah Admissions Team in writing or by email.

### 3.4 Application Outcome

**No Guarantee:** Completion of an application form does not guarantee admission to the Madrasah.

**Rejection Reasons:** Any declaration of false information on an application form or incomplete application forms will be rejected. The Madrasah may not contact parents/carers if an application form has been rejected due to being incomplete.

**Right to Refuse:** The Madrasah Admissions Team reserves the right to refuse or reject applications and is not under any obligation to explain the outcome.

### 3.5 Prioritisation

**Limited Places:** While we try to offer places to as many applicants as possible, this is not always viable.

**Priority Criteria:** Where applications exceed the number of places available, priority will be given to children whose permanent place of residence is within the surrounding area of the Madrasah, and to those children who have a sibling attending the Madrasah at the time of the application.

**Maximum Capacity:** Once the number of places offered has reached maximum capacity, no further applications will be accepted, regardless of the applicant's circumstances.

### 3.6 Induction and Enrolment

**Induction:** Successful applicants will attend an induction with their parent.

**Enrolment Confirmation:** The first fee payment confirms enrolment and the start of lessons.

### 3.7 Re-enrolment after Withdrawal

**New Application Required:** Re-enrolment after withdrawal requires a new application.

**Conditions:** This is subject to space availability, the child's past record, and committee approval. A re-enrolment fee may apply. All outstanding fees must be cleared, and updated contact and medical information is required.

## 4. Age Criteria

### 4.1 General Admission

**Assessment-Based Placement:** Admission is subject to an initial assessment. Based on the outcome, your child may be allocated to a class that does not necessarily align with their age group.

### 4.2 Jamaat 1 Admission

**School Year Alignment:** In the 2026 academic year, children in School Year 1 will typically be placed in Jamaat 1.

**Reception Restriction:** Admission to Jamaat 1 is restricted to children who are currently in Reception or will be starting Reception in September 2026.

### 4.3 Age Verification

**Required ID:** To verify the applicant's age, the Madrasah will require one form of ID. This could be an original long birth certificate or a passport, together with proof of address(s).

Alternatively, a letter from the applicant's school confirming the child's age is acceptable.

**Consequence of Non-Provision:** Failure to provide a valid form of ID may result in the application being rejected.



## 5. Hygiene

### 5.1 Basic Hygiene Expectation

**Toilet Training:** All students admitted to the Madrasah must be toilet-trained and must understand basic hygiene themselves. It is reasonable to expect that this process will have begun by the time the application is made.

### 5.2 Staff Responsibility

**Health & Safety:** In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who soils or vomits.

**Staffing Levels:** The Madrasah does not have staffing levels to accommodate teachers regularly leaving the class to attend to an individual's hygiene needs, and teachers cannot abandon their classes to attend to a child requiring this kind of assistance.

### 5.3 Soiling Incidents

In the event of a soiling incident, the parent or carer will be contacted to collect their child from the Madrasah. Parents/carers will be expected to return the child once the matter has been appropriately dealt with. Additionally, parents/carers will be required to clean up any mess made by their child before leaving the premises.

**Ongoing Issues:** Occurrences of hygiene issues will be dealt with in accordance with our policies and as agreed by parents/carers. If the Madrasah feels there is an ongoing issue, we will speak to the parent/carers to discuss the matter, which could sometimes involve suspension of the child's Madrasah place until the issue has been resolved.

## 6. Fees

### 6.1 Current Yearly Fees (2026)

Year 1 – 10: £580

Reception: £450

**Note:** Fees do not include the cost of textbooks, stationery, etc.. Kitaabs and stationery are available to purchase from the Madrasah office.

### 6.2 Payment Options

**Payment Schedule:** Payments can be made as one lump sum at the start of the academic year or in ten monthly instalments.

**Method of Payment:** All Madrasah fees are to be paid in advance and by standing order OR direct debit into the Madrasah bank account ONLY.

**Bank Details:**

Account Name: HAMIDIYA COMMUNITY ORGANISATION

Bank: LLOYDS BANK

Sort Code: 30-99-15

Account Number: 28056768

REF: YOUR\_UNIQUE\_CODE



### 6.3 Fee Changes

**Right to Alter:** The Madrasah reserves the right to alter the fees when deemed necessary. In the event of any changes in fees, advance notice will be given.

### 6.4 Payment During Absences

Fees will remain payable during periods when the student is on holiday (authorised or unauthorised), during Madrasah holidays, and in cases of absence due to sickness or travel abroad, if the student wishes to retain their place. This also applies if a student is suspended—fees must still be paid in order to maintain their enrolment.

### 6.5 Non-Payment Policy

**Consequences:** Non-payment of fees may result in the suspension or removal of the child from the Madrasah.

### 6.6 Refunds

**No Guarantee:** Refunds are not guaranteed and are subject to committee review.

**Non-Refundable:** Fees are non-refundable once classes begin.

**Exceptional Cases:** Partial refunds may be considered in exceptional cases. Requests for refunds must be made in writing with supporting documentation. Refunds, if approved, will be processed within 30 days and may be subject to an administration fee.

## 7. Entrance Test & Initial Progress

### 7.1 Entrance Test (Non-Jamaat 1 Applicants)

**Requirement:** Subject to places being available, any applicant not starting from Jamaat 1 will be required to take an entrance test.

**Purpose:** This test helps determine if the child is suitable for admission. The Madrasah reserves the right to deny admission to any child not meeting the criteria.

### 7.2 Jamaat 1 Grace Period

**4-Week Assessment:** A grace period of 4 weeks will be granted to all students starting Jamaat 1.

**Progress Assessment:** If, after the first 4 weeks, the child fails to settle or fails to make adequate progress, the Madrasah will assess whether the child will benefit from continuing.

**Suspension:** Should the child fail to settle into Jamaat 1, the Madrasah reserves the right to suspend the child's place until the following academic year.

## 8. Syllabus & Academic Progress

### 8.1 Teaching Methodology

**Syllabus-Based:** Teaching in the Madrasah will be in accordance with our syllabus.

### 8.2 End of Year Exams

**Consequences of Non-Attendance:** If a student does not sit the end of year exam, they may be removed from the Madrasah register or may have to repeat the year.

### 8.3 Core and Additional Subjects

Repeating Year: If a student fails a core subject (Qur'aan or Qaa'idah) or two additional topics (excluding core subjects), they may be required to repeat the year.

### 8.4 Extra Tuition

Compulsory Assistance: Extra tuition may be given to any child not making satisfactory progress in class or any child needing extra help. Any extra tuition given is compulsory and is purely for the benefit of the child.

## 9. Attendance & Madrasah Timings

### 9.1 Regularity and Punctuality

Importance: Students are arranged in groups to enable maximum progress with the limited time available, so parents/carers must ensure that children attend Madrasah regularly and punctually.

Preparation: Parents/carers must also ensure their child has prepared his/her lessons before coming to the Madrasah.

### 9.2 Madrasah Timings

General Hours: The Madrasah timings are generally between 4:00 pm to 7:15 pm, but timings may vary for each individual class.

Specific Class Timings:

Jamaat 0: 4:00 pm – 4:45 pm

Jamaat 1 to Jamaat 8: 5:00 pm – 7:00 pm

Adult Classes: Until 8:00 pm

Headteacher's Discretion: The timings of the Madrasah are decided by the headteacher. All students and parents/carers must respect and adhere to the timings set by the Madrasah.

Weak Students: For the first few months, weak students will attend Madrasah for shorter sessions.

### 9.3 Drop-Off Procedure

Arrival Time: Arrive no earlier than 5 minutes before class time.

Parking: Park in the designated area opposite the Madrasah; do not stop or park outside the front gate.

Entrance: Escort your child to the entrance gate. Parents are not permitted to enter the gated premises unless requested.

### 9.4 Pick-Up Procedure

Prompt Collection: Collect children promptly at the end of class.

Jamaat 0: by 4:45 pm

Jamaat 1–8: by 7:00 pm



**Safety:** Due to Health & Safety reasons, the Madrasah will not allow children to leave the building all together at 7:00 pm.

**Madrasah Responsibility:** The Madrasah is not responsible for the safety and welfare of students outside of Madrasah hours.

### 9.5 Late Collection Policy

**Grace Period:** A 10-minute grace period is allowed for collection.

**Contacting Authorities:** After 30 minutes, if no contact is made, local authorities may be contacted.

**Consequences of Repeated Late Collection:** Repeated late collections may result in formal warnings, meetings with the headteacher, or suspension of the child's place.

### 9.6 Early Leave / Late Arrival

**Illness-Related Early Leave:** Any child wishing to take early leave due to illness will only be marked present if one full lesson (first or second lesson) has been attended.

**Other Reasons for Early Leave:** Early leave for any reason (besides illness) will not be considered authorised unless pre-approved by the headteacher. In such cases, the child must bring a letter from the parent/carer stating the reason, and the child must be collected from Madrasah by a parent/carer, otherwise leave will not be granted.

**Late Arrival:** Any child who arrives at Madrasah past the Madrasah start time must bring a letter from the parent/carer stating the reason.

**Frequent Issues:** Any child who is absent, late, or leaves early too often will be dealt with accordingly.

### 9.7 Holidays and Absences

**Booking Holidays:** Parents/carers wishing to take children on holiday must book the holiday during Madrasah holidays.

**Authorised Leave:** If, due to unavoidable circumstances, the child requires authorised leave during term time, permission must be taken at least two weeks in advance. Failure to do so may result in the child being removed from the Madrasah.

**Doctor's Letter:** Any child who is absent due to illness for a week or more should present a doctor's letter as proof.

## 10. Madrasah Uniform

All students must follow Islamic teachings regarding dress and the Madrasah requires all students to observe its dress code. All Islamic laws will have to be followed, particularly in relation to prayer, dress, and social affairs.

### 10.1 Girls' Uniform

**Jubbah:** Black loose-fitting long-sleeved Jubbah which covers the ankles.

**Burqa:** A non-see-through black burqa that falls past the elbows in length and covers the hair at all times, or covers the hair and reaches the wrists.



**Underneath Clothing:** Modest clothing underneath the Jubbah, such as a long dress and loose-fitting trousers.

**Accessories:** No make-up, jewellery, or nail polish is allowed.

**Cardigans:** Cardigans must be black and modest in nature; cropped cardigans are not permitted.

## 10.2 Boys' Uniform

**Headwear:** Boys will be required to wear a topi (hat).

**Jubbah:** Long-sleeved white Jubbah.

**Trousers/Shalwar:** Trousers or shalwar (below the knees and above the ankles).

**Prohibited Attire:** Students are not allowed to wear shorts, jeans, jeggings, or tight-fitting clothing during Madrasah hours.

## 10.3 Outerwear

**Coats:** Coats should be formal and fit for purpose. Hooded tops or fleeces with slogans or logos, denim or leather jackets are not appropriate.

**Removal Indoors:** All outdoor clothing such as coats and jackets must be removed before entering the classroom and during Madrasah hours.

## 10.4 Incorrect Dressing and Haircut

**Sent Home:** Students who arrive at Madrasah incorrectly dressed or with inappropriate haircuts will be sent home to correct their appearance.

**Consequences:** Students who do not adhere to the dress and grooming code will not be eligible for prize awards and will not be permitted to sit for exams until the issue is resolved.

## 10.5 Hair and Beard (Male Students)

**Haircut Policy:** The hair of male students must conform to the Madrasah policy, which is that the hair must be cut equal on all sides.

**Prohibited Haircuts:** Adopting a haircut where the hair at the back and sides are shorter than the top is prohibited in Islam as the Prophet has forbidden such haircuts; therefore, students should not adopt these kinds of hairstyles.

**Beard Policy:** The beard of male students must be in line with Islamic teachings, which are that the beard must not be shaved or trimmed.

**Disciplinary Action for Haircuts:** If any child attends Madrasah with a haircut that is against the Madrasah policy, he will be given a 7-day grace period in which he will be required to rectify this. If the child fails to do so, the Madrasah may take disciplinary action, which could include suspension or expulsion.

## 11. Behaviour & Discipline

### 11.1 Student Conduct

**Respect:** Students must show due respect to staff, fellow students, and towards Madrasah property at all times.

Preparation: Students must complete homework and prepare for lessons.

### 11.2 Consequences of Misbehaviour

Minor Infractions: Any student found to be misbehaving, not preparing for lessons correctly, or not handing homework in on time could be kept behind for 10 minutes on the day without notification.

Extended Detention: If needed, the student may be kept behind for longer so that they can catch up on sabaq or revision, or to improve their behaviour. In such cases, the student may be required to stay from 7:00 pm until 7:30 pm, but prior notice will be given.

Consistent Rule Breaking: Students consistently breaking the rules may be placed on report, and parents/carers may be invited to the Madrasah to discuss the child's conduct.

### 11.3 Disciplinary Authority

Teacher's Right: The teacher has the right to caution and discipline the students.

Madrasah's Right to Dismiss: The Madrasah reserves the right to dismiss any student when deemed necessary, without the right of appeal.

Non-Compliance with Rules: Any child or parent/carer who fails to comply with the outlined rules and regulations will be cautioned, and if deemed necessary, the Madrasah has the right to suspend or expel such a child.

Improper Conduct/Abuse: Improper conduct, threatening behaviour, or any form of abuse, including verbal or written, by parents/carers or students towards the teachers or any of the Madrasah staff could also result in the child being dismissed from the Madrasah.

No Legal Remedy: Any child dismissed from the Madrasah will have no legal remedy against the Madrasah.

## 12. Health & Medical Information

### 12.1 Informing the Madrasah

Medical Conditions/SEN: To ensure we have up-to-date information, you must inform the Madrasah of any changes to contact details, including address or phone number. Parents must also inform the Madrasah if their child develops a medical condition or is diagnosed with a special educational need. Failure to do so may affect the child's safety and progress.

Doctor's Certificate: Parents/carers should inform the Madrasah of any medical problems that their child may have by presenting a doctor's certificate. A doctor's letter is required as proof for absence due to illness for a week or more.

### 12.2 Student Equipment

Being Well-Equipped: Students should ensure that they are well-equipped before coming to the Madrasah, e.g., they should have a pen, pencil, exercise book, etc.. All equipment is available to purchase from the Madrasah office as and when needed.

### 13. Disclaimer & Responsibility

#### 13.1 Injuries

No Responsibility: The Madrasah cannot be held responsible for any injuries caused or received whilst coming to and going from Madrasah.

#### 13.2 Property Loss or Damage

Limited Liability: The Madrasah cannot accept liability for loss of, or damage to any student property or possessions unless such loss or damage has occurred as a result of direct negligence from the Madrasah.

#### 13.3 Damage Caused by Individuals

Individual Responsibility: The parent/carer/child will be responsible for any damage caused by the parent/carer/child to any property, buildings, or premises owned or used by the Madrasah.

### 14. Communication & Feedback

#### 14.1 Contact Information Updates

Crucial Information: Parents must inform the Madrasah immediately of changes in contact details (address, phone, email). The Madrasah cannot be held responsible for any occurrences where we have been unable to reach a parent/carer due to incorrect contact information.

#### 14.2 Compliments, Complaints, and Suggestions

Initial Contact: Should you have concerns or suggestions, you must first consult the headteacher (Mawlana Shabir) on 07413 316 199.

Teacher Approach: In case of any concerns, parents/carers are not permitted to enter any classroom during Madrasah hours and the teacher must not be approached under any circumstances.

#### 14.3 Home Agreement

*As Parents, We Will:*

**Ensure our child arrives on time and prepared.**

**Support Madrasah rules and Islamic values.**

**Attend meetings and respond to communication.**

**Keep Madrasah updated on contact and medical details.**

*As Students, We Will:*

**Respect teachers, peers, and property.**

**Follow the dress code and behave appropriately.**

**Complete homework and prepare for lessons.**

**Report issues respectfully to staff.**