

1. Complete **ALL** sections of the Application form.
2. Child to complete questionnaire
3. Parent to complete questionnaire
4. Report to be completed by Madrassah Teacher
5. Urgent Reference form to be given to child's current school teacher (must have school stamp)
6. A **full** copy of Latest school report
7. A copy of Birth Certificate or Passport.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL OF THE  
ABOVE DOCUMENTS AND INFORMATION**

Once you have all documents completed, please send it to:

ADMISSIONS OFFICER  
TAWHID BOYS SCHOOL  
21 CAZENOVE ROAD  
LONDON  
N16 6PA  
T- 020 8806 2999  
E- [info@tawhid.org.uk](mailto:info@tawhid.org.uk)



# APPLICATION PACK

## 2023 - 2024

# Application Form

If you need help with this form please call 020 8806 2999 or visit our website at [www.tawhid.org.uk](http://www.tawhid.org.uk)



## 1. Student's Details:

Surname: \_\_\_\_\_  
Other Name(s): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ D/ M/ Y/ \_\_\_\_\_ Age: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_

## 2. Father/Carer Details:

Please tick the box: main applicant  single parent

Surname: \_\_\_\_\_ Other Name(s): \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Tel: \_\_\_\_\_ Emergency Tel (Work Place): \_\_\_\_\_

## 3. Mother/Carer Details:

Please tick the box: main applicant  single parent

Surname: \_\_\_\_\_ Other Name(s): \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Tel: \_\_\_\_\_ Emergency Tel (Work Place): \_\_\_\_\_

## 4. Present School Details:

Date of joining present School: \_\_\_\_\_  
Name of School/Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_  
Name of Head Teacher: Mr/Mrs/Ms/Miss \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

## 5. Maktab Details:

Date of joining Maktab: \_\_\_\_\_  
Name of Maktab/Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_  
Name of Principle/ Ustad: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

## 6. Emergency Contact Numbers: In case of emergencies (separate from above names).

Name Person 1: \_\_\_\_\_ Name Person 2: \_\_\_\_\_  
1: Home Telephone Number: \_\_\_\_\_ 1: Home Telephone Number: \_\_\_\_\_  
2: Mobile Number: \_\_\_\_\_ 2: Mobile Number: \_\_\_\_\_

**6. Emergency Contact Details:** *In case of emergency.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_

**7. Health/Serious illness/Alergies - Give Details:**

\_\_\_\_\_  
\_\_\_\_\_

**8. Doctor's Details:**

Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_

**9. Mode of Travel:** *Please tick one box.*

How will your child travel to School?

Walk  Public Transport  Private Car  Shared Car  Cycle

**10. Ethnic Origin Monitoring:**

Please state origin: \_\_\_\_\_

**11. SEN - Special Educational Needs:**

Does your child have any Special Educational Needs? Yes  No

If 'Yes' is he on: School Action  School Action Plus  Statemented

**12. Declaration**

I give consent to Tawhid Boys School to record and process the information contained in this form. I agree to abide by all the rules & regulations of the school. I declare that the information given by me on this application form is accurate. Inaccurate information may lead to your child being withdrawn.

Signature of main applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Decision: \_\_\_\_\_ Date: \_\_\_\_\_ Checked By: \_\_\_\_\_  
Pupil No: \_\_\_\_\_ Birth Certificate: \_\_\_\_\_ School Report: \_\_\_\_\_

**All information is required before any applications can be processed.**  
**Please attach a copy of Birth Certificate and Two Previous School Reports.**  
**Please return this form to: Tawhid Boys School, 21 Cazenove Road, Stamford Hill, London, N16 6PA**

# Tawhid Boys School Admission Policy

## Application Procedure:

Parents are required to complete an application form for the child and this must be accompanied together with a copy of a valid Birth Certificate and all other information requested by the School. New Children will be admitted from the first Monday of each month. All new admissions will be enrolled on a probationary period of one School Term, which may be extended if required. Upon satisfactory performance of the child, permanent enrolment will be granted at the Managements discretion. A child may be put onto a probationary period at any time during the academic year in the event of unsatisfactory attitude, behaviour, attendance, punctuality, organisation, presentation and lack of cooperation. The child will be monitored and will need to make significant improvement to continue. In the event of unsatisfactory progress made the school has the right to take the child of roll or refuse admission in the following academic year

## Admissions – Guidance Notes

It is vital that parents ensure that their applications are submitted by the deadline set by the school's management.

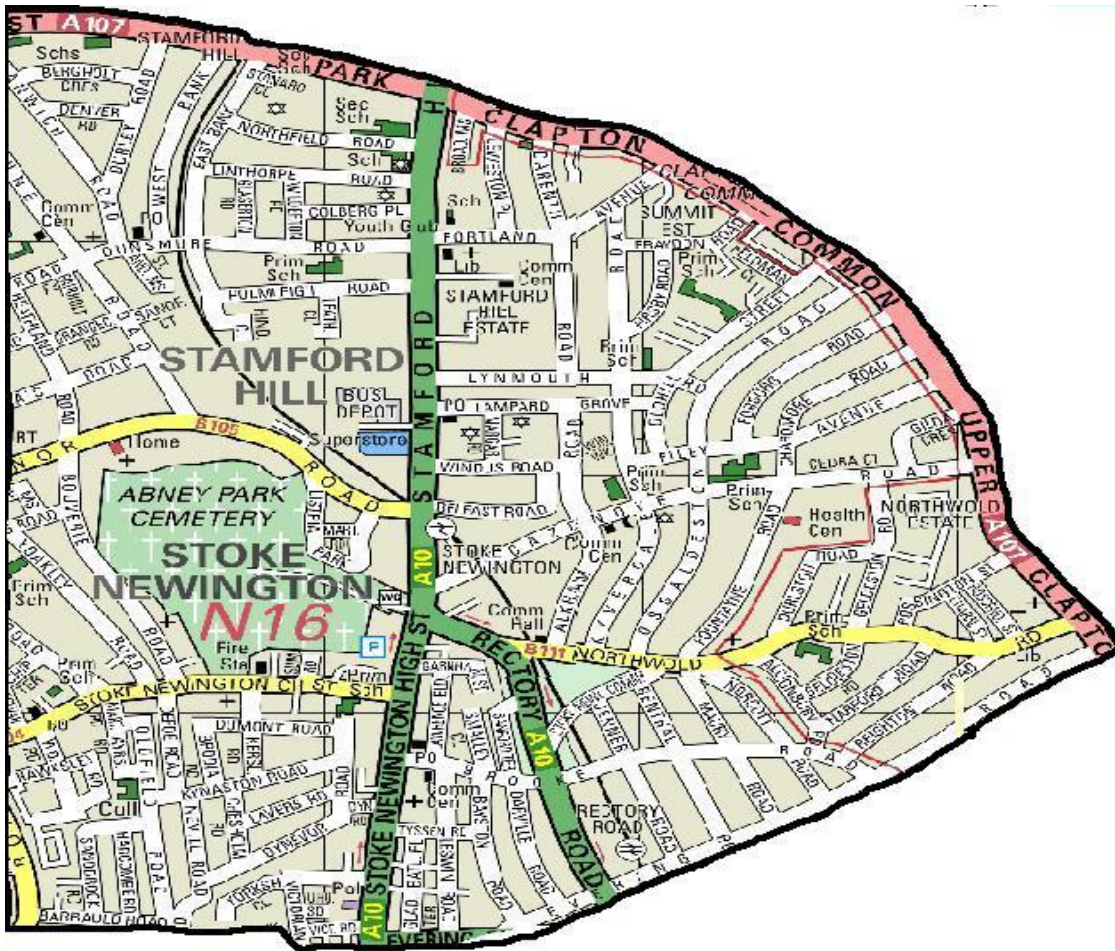
In the event that the School is over-subscribed, places will be offered in the following order of priority.

1. Children living within the designated catchment area of the school who at the time of application have a brother (including children living as siblings in the same family unit) on the roll of the school and who will still be on roll at the time of the sibling's admission
2. Children living outside the catchment area of the school who at the time of application have a brother (including children living as siblings in the same family unit) on the roll of the school and who will still be on roll at the time of the sibling's admission
3. Children living within designated catchment area of the school on a first come first basis
4. Children living within the London Borough of Hackney on a first come first basis
5. Children living outside the London Borough of Hackney on a first come first basis

If the school is oversubscribed from within any of the above categories, the distance criterion will be used to prioritise applications.

1. Waiting lists will be drawn up in strict accordance with the school's published admission criteria. Parents will be asked to confirm in writing that they wish their child to be placed on the waiting list and for how long (See 4 below).
2. The waiting list related to the expected new intake will be reviewed once the main admission round has been completed. Late applications will then take their place alongside applications received by the deadline in accordance with the admission criteria.
3. Length of time on the waiting list will be taken into account when determining priority order.
4. On 31st August, the existing waiting list for admission in the new school year will be updated. Parents will be asked whether they wish their child to be placed on the new list and for how long. If a place later becomes available parents will be informed and a place offered to their child. If they decline the offer then their child's name will be removed from the list and a new application will have to be submitted and they will then join the queue afresh.
5. Applications in Year 10 will only be accepted until the end of Term 2. No new applications will be accepted in Year 10 after this period. **There will be no new admission in Year 11**

# CATCHMENT AREA



The catchment area as the black boundary marked

# Rules and Regulations 2023-2024

All students and parents must abide by the rules and regulations, which govern the school as set aside by the Management committee below. Breach of the following rules and regulations, or bringing the school into disrepute, whether inside or outside school, may lead to disciplinary action which may result in permanent exclusion.

1. The school is committed towards promoting an Islamic ethos, safe and healthy environment for teaching and learning. All parents and students will be required to respect the School, staff and property.
2. Applicant's academic and character reports will be checked at the time of admission.
3. The following amount of fees must be paid:

New Admission Fee	£300.00	(At the time of admission)
Books and Online Resources	£300.00	(One off payment at admission)
Fees	£4150.00	(Fees for (2023/24), Subject to Review Annually)

All fees are to be paid by Standing Order Only. Fees paid in cash at bank or through cheques will incur administration charge of £20 per transaction

4. Non-payment of fees will automatically result in temporary exclusion of the student.
5. On payment of outstanding fees, the exclusion will be lifted, however 3 months' fees will have to be paid in advance thereof.
6. In the event of any payments being dishonoured, the school will levy a set administration fee of £25. Parents will be informed of these charges by the school Administrator.
7. Parents must notify the School with a minimum of one calendar month in advance before withdrawing their child from the School roll. A charge of one-month fee will be applied in breach of this regulation.
8. Parents must not enter the school without prior appointment and permission by the head teacher or member of staff.
9. Parents are obliged to respect the staff and not to show any dissent especially in the presence of students.
10. Parents cannot object to any aspect of the Curriculum, activities or educational trips arranged by the school. This includes the school Enrichment programme.
11. Leave will not be granted during school term. (Please refer to parent's handbook for application of authorise leave in exceptional circumstances).
12. Any unauthorised leave may result in a penalty fee as set out in the School additional leave policy or the student being taken off roll from the school register.
13. Students who return to school following non-attendance must bring with them letter from parents.
14. Absenteeism of more than 5 days due to illness must be accompanied by a doctor's medical note.
15. Non-attendance for a period of 5 days or more without a valid reason will be reported to the Local Authority.
16. Neat and tidy school uniform must be worn at all times during school hours. Non or soiled-uniformed students may be sent home.
17. Students will not be allowed to leave school premises during morning and lunch breaks
18. The parent will be informed in advance where a detention has been given to their child. No objection from parents will be accepted. A ten-minute detention can be given at the end of the day by a member of staff without prior notice to parents.
19. Any misuse or vandalism of school property may result in fixed term or permanent exclusion. Any costs incurred by school must be fully reimbursed by parent(s)/carers. In the event of an act of vandalism where no responsibility has been accepted, the class will be held responsible collectively and incur the financial costs.
20. The school Management committee is solely responsible of all operational decisions.
21. The School may need to photograph or take video imagery of pupils carrying out activities. By signing this agreement, we the parents / carers give permission to the School and other agencies /organizations working with the school to take photographs and video imagery of our child for solely educational and school promotional purposes. Please tick if you would like to opt out of Photo Consent
22. Mobile phones  are banned on-site and any School event, if found they will be confiscated and returned only to a parent or carer after a period of 3 months. If pupils need to bring a phone into School, parents should write to the School to arrange

a meeting with a member of the SLT. Only under exceptional circumstances will mobile phones be allowed to be brought in to School. No smart phones and phones with camera will be allowed if permission is granted. The phone will need to be handed into the School office upon entry on a daily basis. The school will not be responsible for any loss of such devices. The School has a zero tolerance policy with mobile phones and parents will not be entertained to retrieve the phone in the interim period. Parents are therefore advised not to approach the school for this reason.

23. School has a zero tolerance policy towards poor behaviour, any kind of violence and physical or verbal abuse to staff or students, whether inside or outside school, may lead to permanent exclusion from the school.

24. All school related issues are to be conducted as per school procedure outlined in the Parents Handbook & School Policies. The school committee reserves the right to review and amend any rules and regulations as necessary.

I / We parents / Carers agree to abide by the above rules and the school procedures set out in its policies and Parents Handbook

Pupil Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Signed \_\_\_\_\_

For more detailed information regarding school Policies and procedures, please refer to Parents Handbook & the School Website. Parents can obtain a copy from the School Office on request.



**Student Questionnaire** *(to be completed by student only)*

Name of Applicant:

Date:

**Questions for the applicant**

1. Why do you want to come to this school?  
 Islamic Environment  
 Academic Achievements  
 Other  
\_\_\_\_\_
  2. What do you want to become, when you grow up?  
\_\_\_\_\_
  3. What time do you go to bed?  
\_\_\_\_\_
  4. What is your favourite hobby?  
\_\_\_\_\_
  5. What Computer/Console/etc do you have?  
What is your favourite game?  
\_\_\_\_\_
  6. How much time daily do you spend playing it?  
 1 hour  2 hours  3 hours  Over 3 hours
  7. Do you have a Television?  
 Yes  No
  8. How much time do you spend watching it?  
 1 hour  2 hours  3 hours  Over 3 hours
  9. Do you have your own Television in your room?  
Yes  No
  10. What is your favourite subject(s) in school?  
Why?  
\_\_\_\_\_
  11. Which is your *least* favourite subject in school?  
Why?  
\_\_\_\_\_
  12. Do you have Friends where you live?  
\_\_\_\_\_
  14. Do you have a computer you can use for homework  
Yes  No
  15. Do you use the internet?  
Yes  No
  16. If Yes, How often?  
Daily  Once a week  more than once a week
  17. What is your favourite website?  
\_\_\_\_\_
  18. How much time do you spend using the Internet?  
\_\_\_\_\_
- Any other relevant information:  
\_\_\_\_\_  
\_\_\_\_\_

## QUESTIONNAIRE TO PARENTS

(To be completed by both parents)

		YES	MORE THAN A LITTLE	A LITTLE	NO
1	Is your child loving and kind towards you, the parents?				
2	Is your child obedient?				
3	Does your child perform Salah without reminders?				
4	Does your child have a clear concept of right and wrong?				
5	Is your child co-operative with others in doing good?				
6	Does your child perform his chores without trouble?				
7	Is your child polite and modest in speech and manners?				
8	Is your child truthful and honest?				
9	Does your child do things at the right time?				
10	Does your child know how to read and recite the Qur'an?				
11	Does your child understand the meaning of the Qur'an when he recites it?				
12	Does your child understand the meaning of the words used in Salah?				
13	Does your child show respect to elders?				
14	Does your child love reading and knowledge?				
15	Do you consider your child has Imaan and Taqwa? (Allah Consciousness)				
16	Does your child go to bed in time and get enough sleep at night (7-8 hours)				
17	Are you good role models for your children?				
18	Do you find time to communicate with your children about things that matter?				
19	Do you monitor your children's homework and help where necessary?				
20	Do you give moral guidance to your children?				
21	Is your child given opportunities for play and physical activities?				
22	Do you allow your children to participate in hobbies and school clubs that increase their skills and confidence?				
23	How far were you able to assess the school before you choose it?				
24	Does your child have good friends?				
25	Do you encourage visit by and to good friends?				
26	Do you control your child's association with badly-behaved children?				
27	Do you organise a Family Islamic Circle at least once a week?				
28	Does your family offer at least one prayer of the day in congregation?				
29	Does your child view television on a daily basis?				
30	Do you monitor what is viewed or have any rules about TV?				
31	Do you monitor your child's video or internet viewing and computer games? (if applicable)				
32	Does your child have a conducive place to do his/her homework?				
33	Do you attend school performances, exhibitions etc.?				
34	Do you attend parents' meetings?				
35	Do you in anyway support the role of the school?				
36	Do you volunteer to help school administration during field trips and other activities?				
37	Do you respond promptly and thoughtfully to school communications?				
38	If your child does not seem happy at school, do you find out the cause and deal with it?				

## MADRASAH / MAKTAB REPORT REQUEST

Name of Institute:		
Address		
Tel. No.		Post Code
Name of Student:		Date Started:
Duration of Studies at the institute:		Student is attending Institute? Yes [ ] No [ ]
If No, please state date and reason for leaving		
Has the student completed Nazirah (recital) of the Qur'an?		Yes [ ] No [ ]
Has the student memorised any part of the Qur'an?		Yes [ ] No [ ]
If yes, please give brief details.		
Has the student taken any lessons in Tajweed?		Yes [ ] No [ ]
Has the student studied Arabic language?		Yes [ ] No [ ]
Has the student studied any other books/Kitabs?		Yes [ ] No [ ]
If yes, please give brief details.		

Please mark in the boxes below

( A:Excellent / B: Very Good / C: Satisfactory / D: Below Satisfactory / E: Poor)

Attendance	Punctuality	Effort	Quality of work	Participation in Class	Organisation	Behaviour	Attitude towards class work	Social Skills	Homework Reliability	Relationship with Students	Relationship with Staff	Uniform	Contributions to Madrassah Life

Other comments or suggestions

Form completed by:	Position
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Date	Signature:
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**Please return to : TAWHID BOYS SCHOOL, 21 CAZENOVE ROAD, LONDON, N16 6PA**

# TAWHID BOYS SCHOOL



21 Cazenove Road, London, N16 6PA, Te/Fax 020 8806 2999  
Email: [info@tawhid.org.uk](mailto:info@tawhid.org.uk), Head Teacher: MR U MAPARA

## URGENT REQUEST

FAO: Year ___ Form Tutor	Date: ___/___/___
Name of Pupil:	D.O.B: ___/___/___

A request has been made for a place at the school for this Pupil. Before any decision is made about this and whether or not we will be able to meet his needs, we need as much information as you have. We need to know the following details;

**\*\*Please provide all the relevant information\*\***

Statues of the pupil:	
LAC/Unaccompanied Minor/ Refugee / Asylum Seeker/British Citizen/EU Citizen	
Joined a Parent/parents living in the UK / Parent(s) on student visa / parent(s) on work permit/other	
Lives with: parents/relatives/carer/care home/semi independent home/Other	
Is the Social Services involved <b>Yes/ No (if yes; provide details)</b>	
Are there any child protection/ social issues regarding this pupil or any member of the family? <b>Yes/No. If yes provide details</b>	
Attendance: very good / good / poor / cause for concern ( <b>provide details</b> )	
Figures from previous terms	
Authorised/unauthorised absences	
<b>EWO involvement</b> Yes/No	Nature of involvement
Punctuality records <b>very good / good / poor / cause for concern</b>	
<b>Behaviour:</b> Is the behaviour of the pupil: <b>very good / good / ok / poor / cause for concern</b> (provide details)	

Any exclusions on file: fix term / internal / home intervention / Permanent exclusions  
(Include details)

**KS2 school record:**

Key stage 2 levels: English	Maths	Science
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**Academic:**

Key stage Levels: Maths science English

SEN- SA SAP Statement (provide details)

School based responses

Support provided: Yes/ No (if yes provide details)

Reading age spelling age CAT score

Pastoral support provided

EAL level: 1 2 3 4 5 Is this pupil receiving support: Yes/No (if yes include details)

Parental involvement: positive / negative / supportive (**include details**)

**Other Agencies:** External agencies involvement:

**Social / Emotional:**

Interaction with: Adults; very good / good / poor / cause for concern (include details)

Peers; very good / good / poor / cause for concern (include details)

Authority figures in school: very good / good / poor / cause for concern (include details)

Motivation levels / attitude to learning

**Family background:** please include relevant details/history

**Reason for the pupil transferring school**

**Any other issues:**

<b><u>Staff Name:</u></b>  <b><u>Signature:</u></b>  <b><u>Date:</u></b>	<b>SCHOOL STAMP</b>
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