

Attach One copy  
Recent Passport  
Size Photo of the  
Student

## **ADMISSION FORM**

**SESSION: 2023-2024**

### FOR OFFICIAL USE ONLY

Preliminary Selection Serial:

Date:

Assessment Date:

Recommended Class for Admission:

Admission Serial:

Admission Date:

Allotted ID No.

### **STUDENT'S INFORMATION**

- FULL NAME** :  
(IN BLOCKCAPITAL)
- Date of Birth :
- Gender (Boy / Girls) :
- Nationality (by birth) :
- Blood Group :
- Height in cm :
- Weight in kg :
- Does your child suffer from any of the followings? If 'yes', then give the details:  
(Asthma, Allergy, Autism, Asthenia, Hearing Impairment, Sight Impairment, Psychiatric etc)
- With whom the child lives? Father / Mother / Both / Other (please mention):
- With whom the child plays?
- With whom the child sleeps?
- Who will drop and pick him/her from Madrasa?

### **PARENT'S INFORMATION**

- Father's Name** : \_\_\_\_\_
- Educational Qualification : \_\_\_\_\_
- Profession, Organisation and Designation : \_\_\_\_\_
- Monthly Approx Income : \_\_\_\_\_

5. **Mother's Name** : \_\_\_\_\_
6. Educational Qualification : \_\_\_\_\_
7. Profession, Organisation and Designation : \_\_\_\_\_
8. Monthly Approx Income, if applicable : \_\_\_\_\_

**GUARDIAN'S INFORMATION (in case of non-availability of Parents)**

1. **Guardian's Name** : \_\_\_\_\_
2. Educational Qualification : \_\_\_\_\_
3. Profession, Organisation and Designation : \_\_\_\_\_
4. Monthly Approx Income : \_\_\_\_\_
5. Relationship with the Student : \_\_\_\_\_

**SIBLINGS INFORMATION**

- a. Name: \_\_\_\_\_ Boy/Girl Age: \_\_\_\_\_  
Profession: \_\_\_\_\_ Institution/Organisation: \_\_\_\_\_
- b. Name: \_\_\_\_\_ Boy/Girl Age: \_\_\_\_\_  
Profession: \_\_\_\_\_ Institution/Organisation: \_\_\_\_\_
- c. Name: \_\_\_\_\_ Boy/Girl Age: \_\_\_\_\_  
Profession: \_\_\_\_\_ Institution/Organisation: \_\_\_\_\_

**CORRESPONDENCE**

1. Present Address: \_\_\_\_\_
2. Permanent Address: \_\_\_\_\_
3. Phone Number (with WhatsApp): a. Father: \_\_\_\_\_ b. Mother: \_\_\_\_\_  
c. Alternative Number, if any: \_\_\_\_\_ d. E-mail: \_\_\_\_\_
4. Any alternative contact address for Emergency: \_\_\_\_\_

### **OTHER INFORMATION**

1. Do all the members of your family practice Islam at your home?
2. Do all the members of your family know how to read Al-Qur'anul Kareem? Do they recite?
3. Except Eid days, do you celebrate any other days like Birthday, Marriage day etc at home?
4. Do you have TV with satellite connection at home?
5. Do your children play computer games / mobile games?
6. Do your children watch cartoon?
7. Do your child play in the playground? If 'yes' then which game he/she prefers:
8. Are you living in a joint family or single family?
9. Do you listen Islamic lectures or read Islamic books?
10. Please mention the name of your favorite Islamic Scholar at home and abroad. Also mention the Islamic books that you have last read.

### **YOUR DESIRE ABOUT YOUR CHILD**

1. What you want your child would be in future? (Full time Da'ye / Da'ye as well as Professional)  
Please mention:
2. Which one you prefer for your child, O/A Levels or Dakhil/Alim? Please mention:
3. Do you want your child to be a hafiz of full Qur'an or partial Qur'an?
4. Why have you decided to admit you child at Madrasatun Noor?
5. Madrasatun Noor gives highest priority in developing Islamic Akhlaq, manners, values and culture. Do you think all these are equally important to practice at your home? If 'yes', then please share how to implement those in our family.

This form has been filled out by:      Father / Mother / Relatives

If 'relative', please mention his/her name: \_\_\_\_\_

Relation with the Student \_\_\_\_\_ Phone No. \_\_\_\_\_

**Signing of this admission form will confirm the followings:**

1. The information provided in this form is true and correct.
2. Parents are not involved in any anti-social and anti-state activities.
3. Parents and students will abide by all the rules, regulations and instructions of this Madrasa.
4. Parents and students will accept all the terms, conditions, tuitions, charges etc as may be reasonably introduced from time to time by the Madrasa Authority.

**Name and Signature of Father with date:**

**Name and Signature of Mother with date:**

**Name and Signature of Guardian, if applicable:**

**Documents to be submitted along with the Admission Form:**

1. Student's Birth Certificate (Attested photocopy).
2. One copy each recent passport size photo of Student, Father, Mother and Guardian (if applicable).
3. Photocopy of Parents' NID.
4. Filled up 'Student Pick-up Form'.
5. Filled up 'Know Your Kids (KUKs)' Form.

Attach 1 recent  
 passport size  
 photo of the  
 student with  
 Madrasa Uniform

**AUTHORISATION FORM FOR CHILD PICK-UP**  
**Session 2023-2024**

**Following persons are authorized to pick-up the mentioned student only:**

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ [dd/mm/yyyy] Blood Group: \_\_\_\_\_

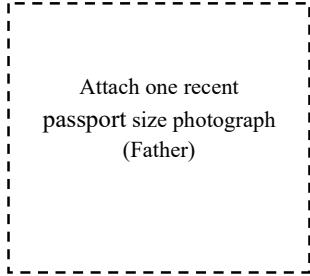


Photo # 1



Photo # 2

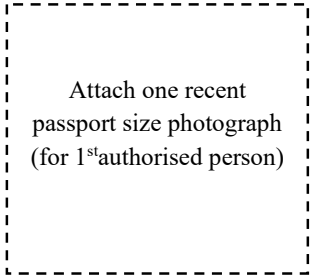


Photo # 3

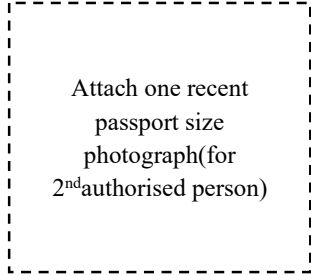


Photo # 4

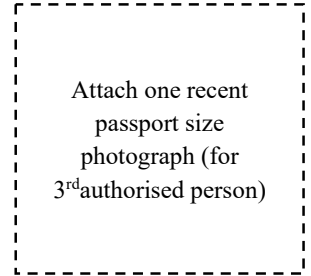


Photo # 5

Name of Authorized Person(s)	NID/Passport	Photo	Relation	Cell Phone
		Photo#1	Father	
		Photo#2	Mother	
		Photo#3		
		Photo#4		
		Photo#5		

.....[Signature of Parents]

[Date]

## KNOW YOUR KIDS (KUK)

Class :

1.	Student Name	
2.	ID Number	
<b>Father's Detail:</b>		
3.	Father's Name	
4.	Occupation details	
5.	Monthly Income Range	
6.	Regular in Salah or not	
7.	Regular in Masjid or not	
8.	Regularly recites Qur'an or not	
9.	How much time spends with kid in a day	
<b>Mother's Detail:</b>		
10.	Mother's Name	
11.	Occupation details	
12.	Monthly Income Range	
13.	Regular in Salah or not	
14.	Regularly recites Qur'an or not	
15.	How much time spends with kid in a day	
16.	Name & Occupation of Brother & Sister, if any	
17.	Name & Occupation of other family member, if any	
<b>Family Detail:</b>		
18.	Joint or Separate family	
19.	Permanent Address	
20.	Present Address	
21.	Details of maid servant, if any	
<b>Other Information:</b>		
22.	Who drops the kid to Madrasa	
23.	Who picks him up	
24.	With whom the kid sleeps	
25.	How much time he spends for sleeping in a day	
26.	How much time the kid plays in a day	
27.	With whom the kid plays	
28.	With whom the kid eats	
29.	How much time the kid spends for study	
30.	Who takes care of his study	

31.	Does he study Qur'an regularly	
32.	How much time with Qur'an	
33.	TV available in house or not	
34.	How much time the kid watches TV	
35.	What type of program he watches normally	
36.	How much time the kid uses mobile	
37.	What does he do with mobile	
38.	Behaviour of kid at home	
39.	Behaviour of kid with Parents	
40.	Behaviour of kid with other family members	
<b>To be Filled up by respective Class Teacher</b>		
41.	Behaviour of kid with maid	
42.	Details of diseases, if any	
43.	Behaviour of kid at Madrasa	
44.	Behaviour with classmates	
45.	State of HW & CW	
46.	Area of Interest	
47.	Overall Performance Grading	
48.	Comments of Other Teachers, if any	
49.	Comments of Class Teacher:	
	a. Environment at home	
	b. Behaviour at home	
	c. Behaviour at Madrasa	
	d. Interest about education	
	e. Specialty of the kids	
50.	Any other point	

<b>All the information as given above are true and correct</b>		
<b>Father's Signature</b>	<b>Mother's Signature</b>	Signature of Class Teacher

## **RULES AND REGULATIONS**

### **Attendance**

1. Attending the classes in-time is MUST for every student.
2. Class attendance has weightage of 5 marks which will be added with Half yearly and Yearly assessment.
3. Students missing 20% or more classes will not be allowed for Half yearly and Yearly assessment.
4. Students missing 30% or more classes, his/her admission will be cancelled.

### **Leave**

1. Guardians need to apply in written for any leave to absent and must get due permission.
2. Guardians need to apply in written for any leave of absent describing the causes.
3. Without any approved application, Class Teacher will not provide study materials of absent days.

### **Entry & Coming Late in Madrasa**

1. Students should come to Madrasa at least 5 mins before the class timing.
2. Students late by 01 min will have to write in the Late Register kept with security.
3. Students late by 10 mins will be allowed to attend the class but will be considered as 'absent'.
4. Students late by 30 mins will not be allowed to attend the class of that day.

### **Pick up**

1. The child will only be given to the person carrying the Pick-up Card as allowed by the respective parents.
2. Without Pick-up card, guardians will NOT be allowed to get their child.
3. Student should be picked up within 30 mins from the time of the class ends.
4. Madrasa authority reserves the right to keep any student after the class timing for completing his/her undone CW & HW with/without any prior notice.

### **Admission**

1. Signing the admission form by the parents will confirm their strict adherence with the discipline, punctuality, rules, regulations and instructions of this institution.
2. Parents, if desire, may withdraw their children with 100% refund of admission fee only within the 1st month of admission. 50% of admission fee will be refunded if the withdraw is within 2nd month of admission.
3. Admission of any student may be cancelled at any time if found non-adherence with the discipline, punctuality, rules, regulations and instructions of the institution. In that case, no admission fee will be refunded.

### **Guardian's Responsibilities**



1. MUST ensure that his/her son/daughter is in proper UNIFORM every day.
2. MUST ensure that his/her son/daughter is in clean UNIFORM and nails, hair are properly cut and dressed during TARBIYA day of the week.
3. MUST ensure that his/her son/daughter carries home-made healthy tiffin and appropriate books.
4. MUST ensure that his/her son/daughter is doing the Home Work every day.
5. MUST check diary every day and sign it.
6. MUST clear monthly TUITION FEES by 10<sup>th</sup> of each month. Late payment should have the following penalties:
  - a. Fail to pay by 10<sup>th</sup> of each month - Reminder from HOAA
  - b. Fail to pay within 30<sup>th</sup> of each month - Reminder from Principal
  - c. Fail to pay by 10<sup>th</sup> of next month - Admission held up
  - d. Fail to pay within three months – Admission cancel

**Madrasa Uniform for BOYS**

Navy blue PANJABI as designed by Madrasa  
Navy blue PAYJAMA exactly above the ankles  
Black SOCKS & SHOES  
White CAP (TOPI)  
ID Card

**Madrasa Uniform for Girls**

Navy blue & White combination Froggy as designed by Madrasa  
Black SOCKS & SHOES  
Navy blue HIZAB  
ID Card

May Allah SWT bless all of us and give us the strength and courage to strive in His way as we ought to. We look forward to your cooperation in making your child a well educated DA'YEE. RabbanaTakabbalDu'a.

***I, the undersigned, do hereby acknowledge that I have read, understood and agreed to the above mentioned rules, regulations and policy of the Madrasa.***

(Guardian's Name & Signature with Date)