



**Weekend Maktab Application Form**  
**(SATURDAYS and SUNDAYS 10:30am – 12:30pm)**

**STUDENT**

GENDER:    Male     Female:

DATE OF BIRTH: ...../...../.....

FORENAME(s): .....

SURNAME: .....

ADDRESS: .....

..... POST CODE: .....

MEDICAL REQUIREMENTS/DETAILS (if any): .....

.....

PREVIOUS/CURRENT MADRASAH (please circle): .....

CURRENTLY PRAYING:    Quran     Juz Amma     Qaidah     Beginner

If Quran was ticked, please state which juz/para: .....

If Qaidah was ticked, please state which lesson: .....

**PARENT/GUARDIAN**

FORENAME(s): .....

SURNAME: .....

ADDRESS (if different) .....

..... POST CODE: .....

HOME/MOBILE TEL No.: .....

RELATIONSHIP TO CHILD: .....

**OFFICE USE**

Form no.

Date of admission:

Class:

**ADDRESS:** 174 High Street, London Colney, St Albans, Herts, AL2 1JY

**RULES AND REGULATIONS**

- 1) Maktab Hours are 10:30am – 12:30pm, unless otherwise notified.
- 2) Grace time is allowed up to 5 minutes for being late on an occasional basis. If you know that the child will be more than 5 minutes late, a phone call to M Abdul Muhit no later than 5:05pm is required to inform that the child will be late. Same rule applies if your child will be absent for the day.
- 3) Islamic dress code is required of all the students in the maktab.

**DISCIPLINE POLICY**

The participants are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property. A participant whose action(s) infringes upon the right(s) of others will be held responsible for the action(s), and disciplinary measures will be taken by the management. This will first involve discussions with the parent(s). Consistent misbehaviour may lead to expulsion.

**PROGRESS RECORD BOOK**

Your child has a progress record book – whatever your child learns/studies in class is written down. At the end of the week you are required to sign it in the box provided, to acknowledge that you have checked your child’s progress. You can also use this space to write any comments/notifications to the respective teacher. Your child will also have termly assessments and you will receive an end of term progress report at the end of each term.

**FEES**

Admission fee is **£20.00**. The maktab fee is **£13.75 a month** per child, payable over 12 months. Fees should be paid by direct debit. Forms etc will be given when your child is given a place.

**WAIVER OF RESPONSIBILITY/DISCLAIMER**

LCIC cannot be held responsible for unsupervised areas and times before and after the lesson hours for participants. The parent(s) understand(s) that during the lessons at LCIC, in case of a mishap or an unforeseen accident on the masjid premises, neither LCIC nor its representatives will be liable or responsible.

**PARKING**

We strongly recommend parents/guardians park their cars and accompany the child to the masjid. Parking can be found in the nearby CO-OP.

**QUERIES/COMPLAINTS**

For any queries or complaints, please do not hesitate to contact M Abdul Muhit on 07907 671956. Please bear in mind, there is usually a waiting list of approximately 1 year, from the date we receive the application.

By checking this box, we agree that the above mentioned information is true and correct. We also agree to the terms and conditions that are explained above.

SIGNATURE: .....

DATE: .....

NAME OF PARENT/ GUARDIAN: .....