

Pupil Application

FOR OFFICE USE ONLY		Logged On:
Application Number:	Received On:	Year Group Applied For:
Contacted On:		Interview Date:
Offered A Place:		Starting On:
Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Proof of Address <input type="checkbox"/> Report <input type="checkbox"/> £100 Additional Allowance Fee <input type="checkbox"/>		
Notes:		

1. Pupil Details		
Surname:		
First Name:		
Date of Birth:		
Nationality/Ethnicity:		
Gender M/F:		
Languages spoken at home:		
Other languages spoken:		
2. Family Information		
	Father	Mother
Surname:		
First Name:		
Date of Birth:		
Occupation:		
Address:		
Post Code:		
Home Telephone:		
Mobile:		
Email Address:		
Who is the Fee Payer (tick):		
Any special family situation:		
Who does the child live with?		
Any Siblings at Tarbiyyah:		

3. Other Siblings			
Details of other children in the family:	Name	D.O.B	School
1.			
2.			
3.			
4.			
5.			
4. Previous Schooling (including Home School):			
Name & Address of School:			
Period Attended:			
5. Early Years Funding (Under 5-year-old only)			
PART TIME (NURSERY) Please confirm if your child will receive full of partial 15-hour funding with us	Full / Partial (<i>please circle one</i>) If partial, please provide number of hours per week _____ Morning / Afternoon Session (<i>please select your preference</i>)		
If both parents work over 16 hours you may be entitled to 30 hours free funding. If yes, please provide the funding code (if you have it) and parent National Insurance number	Are both parents working 16 hours?	Father National Insurance Number	Mother National Insurance Number
	Yes / No (Please circle one)		
6. Emergency Contact Details (other than parents/guardians):			
Name:	Contact 1:	Contact 2:	
Relationship to pupil:			
Telephone Number:			
Address:			
7. Medical Details			
Name of GP:			
Practice Name and Address:			
Post code:			
Telephone Number:			

Has your child had chicken pox?		Has your child had mumps?	
Has your child had measles?		Any major accidents or injuries?	
Please comment on any surgical procedures:			
Any Physical problems (headaches, travel sickness, physical habits, etc.):			
Is your child receiving any medication? (Give names of medication):			
Has your child ever visited a psychiatrist or psychologist (if so give details):			
Has your child received any specialist support from an external agency (for example, speech & language therapist, physiotherapist, occupational therapist etc) or specialist intervention within school? Please note, we have an obligation to communicate with your child's previous school. Failure to declare information honestly on this form may jeopardise your child's admission.			
8. Special Diets			
Details of any dietary needs. (please describe – i.e., gluten free diet, dairy intolerance, food allergies, etc...)			
9. Medical Conditions			
Details of any medical conditions (please describe below – i.e., Asthma, diabetes, or other short- or long-term illnesses. Please provide details of any medications required)			
10. School Fees (Please circle)			
Early Years			Primary
Part time Nursery (15 hours per week) Free	Full time Nursery or Reception (30 hour per week funding) (£388, £1404, £2350)	Full time Nursery or Reception (includes 15 free hours per week) £3,500 per year	£3,500

How do you intend to pay the school fees? (Please circle)	Monthly Direct Debit / Termly / Annually
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10.1 Admissions / Leavers part way through the year

PLEASE NOTE: If an admission is made or a child leaves part way through any academic term, parents/guardians will be expected to pay the full payment for the term in which the child is being admitted or the term in which the child is leaving.

11. Any Additional Information:

(Please use this space to provide and other relevant information about the pupil)

12. School Permissions

Please note: Once permission has been given – this will not expire for the whole duration of your child being present at Tarbiyyah Primary school, unless we receive written notice withdrawing this permission.

Use of photography:

I give permission for the school to use photos of my children's hands and the back of their head for displays, publications, social media or otherwise in the interest of promotion of the school activities.

Internet Usage:

I give permission for my child to use the internet in line with the school's acceptable usage policy

Food preparation, cooking and tasting:

I give permission for my child to take part in food preparation/cooking and tasting activities (in line with dietary requirements)

Offsite Activity:

give permission for my child to take part in supervised and planned visits/sports events to local destinations (within 3 miles) away from the main school site

Signature (1): Signature (2)

Date:

Emergency release

I give my consent for my child to be released to the following person(s) in the event of emergency or illness, if I cannot be contacted:

Person 1	
Name	

Address			
Relationship to pupil			
Contact number			

13. Parent/Guardian Declaration

I/We confirm that the information given on this admission form is true and accurate to the best of my knowledge. I understand that my application will be disqualified if I have knowingly given false information.

- I have informed the school if I am a single parent, and I have the custody rights for the child.
- I have informed the school if my child is on the SEN (Special Educational Need) register or may require an assessment
- I confirm that I am able to pay the school fees and will provide evidence of this if requested by the school. I also confirm that I will pay one term's fees when I am offered the place.
- **I agree to give one term's notice when withdrawing my child from the school.** If appropriate notice is not given, I understand that one term's fees (four months) in lieu of notice will become payable, and the school will take measures to recover any fees outstanding.
- If I am accepting the offer of admission, I am liable to pay the term's fees with it. (The fees are non-refundable for the term once it starts).
- I understand that the school fee is payable on the designated day of the month. If I am unable to pay/want to make alternative arrangements/am having difficulties I will inform the school immediately. (Please DO NOT wait until the deadline date).
- I accept and agree to follow the rules and regulations of Tarbiyyah Primary School, which may be subject to change at any time, if necessary, which can be found within the school policy section at www.tarbiyyah.co.uk
- I understand that Tarbiyyah Primary School is an Islamic school with an Islamic ethos which will be the backbone of its curriculum, policies and teaching methods.

Name and signature parent/guardian (1):		Date:	
Name and signature parent/guardian (2):		Date:	

Next Steps:

1. Post or email this form. Email: schooloffice@tarbiyyah.co.uk. Post: Pupil Admissions, Tarbiyyah Primary School, 32-42 New Heston Road, Hounslow, TW5 0LJ.
2. After receipt of the application you will be contacted to attend an interview where you will need to bring the following original documents with you:
 - Child's/Children's Birth Certificate
 - Passport or certificate of naturalisation of child
 - Parent: Any two from the following: Driving Licence/Utility Bill/Council Tax Bill
 - Child's Previous School Report/Parent's Home School Report
3. If successful, your child will be offered a provisional place at the end of the interview - written confirmation will be given once fees have been paid.

Data Protection

Tarbiyyah Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. The information is gathered in order to enable us to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure the school complies with its statutory obligations.

I give consent for my child _____ personal information to be used for the purposes described above. Please note that you have the right to withdraw this consent at any time and you can do this by contacting us on the address given below.

Please sign to indicate your permission for us to do so.

Signature (1): Signature (2) Date:

For information on how Tarbiyyah Primary school uses data we hold about you and your child, how long we keep it and your rights in relation to it, e.g., to have it corrected, erased, restricted, transferred or to see your records go to our website at www.tarbiyyah.co.uk or contact the school office.

The school policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection act 2018, and their related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper file or electronically.