



Application for Admission

**Dear Prospective Parents and Guardians,
Assalam Alaykum**

Thank you for your interest in applying for a place at Quwwat ul Islam Girls School.

Quwwat ul Islam Girls School was established in August 2003. Since this time, the school has grown not only in numbers but the academic standing of the school is at an excellent standard. We have a high ratio of qualified and experienced teachers.

In September 2005 the school was extended to cater for Secondary pupils also. In 2010 Quwwat- UI- Islam Girls' School entered pupils for GCSEs for the first time and our students performed exceptionally well with 100% gaining 5 A* - C grades in 7 subjects including English, Maths and Science. Since then our students have been performing well above the national average.

The school's admission includes Reception to Year 11. Our lessons incorporate the National Curriculum Subjects as well as a strategic Islamic educational program within a nurturing Islamic environment. Your daughter will, InshaAllah, leave Quwwat ul Islam Girls' School with the knowledge, maturity and confidence to face a bright and successful future.

Quwwat ul Islam Girls' School celebrates diversity and welcomes applications from children of all faiths and backgrounds.

We look forward to receiving your application.

The Admissions Procedure:

At Quwwat ul Islam Girls' School we ensure that outstanding standards of education are met by maintaining small class sizes. This ensures that teachers are able to maximise teaching time and give personalised attention to all pupils. In each class, we will only ever admit up to 25 pupils (and only 24 pupils in Reception).

All applicants must submit two references alongside your application. One will be from a current school or nursery (play group), and the other from a registered religious establishment that can verify that the family is known to them or that religious organisation.

Your daughter will be added to the waiting list once we have received the application. If a space becomes available and your daughter is next on the waiting list, the family will be invited for an interview. All applicants will be required to sit some form of admissions test, depending on the year group. All parents will also be asked to meet the Head Teacher for an informal meeting during that time.

Successful applicants are offered places subject to the payment of the first instalment of the fees, which should be made within two weeks of the offer.

Please complete all sections of the form, and carefully read the declaration before signing and returning the form. We are unable to process incomplete forms, so please ensure all the information is correct and up-to-date.

Please complete in BLOCK CAPITALS

Section 1: Child's Details: To be completed by the Parent/Guardian

Academic Year: Term January September

Year Group Applied for:

Surname:

First Name/s:

Preferred Name:

Telephone Number 1: **Mobile Number 2:**

Email address:

DOB:

Country of Birth:

Nationality: (Evidence must be provided)

Home Address:

.....
.....

Name and Address of Current School:

.....
.....

If home schooled please state how and why?

.....
.....
.....

Do you have any other children currently studying at Quwwat Ul Islam Girls' School? If yes, please give their name and year group:

.....

How will your daughter travel to school?

How long (approx.) will the journey take?

Section 2: Reference on Previous Performance:

TO BE COMPLETED BY CURRENT SCHOOL/NURSERY

Please kindly ask your child's current school to fill in the following section (for Reception/Year 1 entries, this may not apply).

UPN:

Please use the key below to fill out the following table based on the performance of the above named child.

Key: 1 = Excellent 2 = Good 3 = Satisfactory 4 = Inadequate

	Grade (1 to 4)	Comments
Behaviour		
Effort		
Attainment		
Relationship with others		
Completion of homework		
Attendance		
Punctuality		

End of Key Stage Results:

Please complete the appropriate sections of the following table:

	Current Level	End of KS1	End of KS2	End of KS3
English				
Mathematics				
Science				

Attendance and Punctuality:

Attendance as a percentage for the current year:%

Number of lates for the current year:

Suspension/Expulsion/Periods of Report:

Please provide details of any incidents where the above named child has been placed on Report, suspended or expelled from school. Please include the reason and the period of time the incident refers to:

.....
.....
.....
.....
.....
.....

Any other relevant information:

Please provide any other information which you feel may be relevant to this application for admission at Quwwat Ul Islam Girls' School:

.....
.....
.....

Completed by: Position:

Sign: Date:

School Stamp:

Section 3: Reference Request for a Religious Organisation

Quwwat ul Islam Girls School Admissions
16 Chaucer Road
Forest Gate
London, E7 9NB

Dear Referee,

I am writing to request a letter of recommendation for

..... D.O.B

The parent(s) have applied for admission into Quwwat ul Islam Girls School.

I would kindly appreciate if you can verify how long you have known the parents and/or the child in question.

Are the parents in regular attendance at your place of worship, and if they are currently active within your religious establishment.

Is the child known as a participant in any of the activities offered at your place of worship?

The ethos of our school is based on Islamic principles, is there any reason that you believe that the family will have difficulty adhering to these philosophies?

If you have any queries regarding the requirements or information to be provided in this reference, please do not hesitate to contact me at info@quwwatulislam.com or by calling 020 8548 4736 between 10:00 – 15:00 Monday to Friday.

Yours sincerely,

Ms R Yasmeeen
Quwwat ul Islam Girls School Admissions Officer

Section 4: Declaration: To be completed by the Parent or Guardian

I,(name), parent/guardian of the above named child declare that all the information given on this application form is correct to the best of my knowledge and understanding.

I understand that submission of this form does not guarantee a place at Quwwat ul Islam Girls School, and that my daughter’s application will be considered subject to the school’s admission policies and procedures.

Signed

Full Name

Relationship to applicant

*School Policies and Procedures, as well as the Complaints Procedure are available via the School Office.

Office Use Only:

	Rec.	Date	Sign
Application Form			
Proof of Address 1			
Proof of Address 2			
School Report			
Birth Certificate/Passport			
DOB Verified			
Test taken			
Outcome			
Offer made			
Acceptance			
Admission fee secured/declaration signed			
Added to roll			
Comments:			

Declaration for Parents

In acceptance of a place for my daughter, (name).....
I, (name of parent/guardian) agrees to follow school policy in every regard. This includes (but is not exclusive to) adhering to rules and guidelines regarding attendance, punctuality, behaviour, homework, uniform, etiquette, and discipline. I agree to support the school in implementing its policies and procedures at all times*

I agree to pay the school fees by stated deadlines. I understand that by failing to meet these deadlines, I will be subject to administration fees and that persistent non-payment may jeopardise my daughter's place at the school. I understand that as a fee-paying school with no financial support from the State, Quwwat UI Islam Girls' School relies on the timely payment of fees. **I understand that all fees are non-refundable or non-transferable.**

I agree to support Quwwat UI Islam Girls' School in its values and ethos.

I agree to support my daughter fully in meeting the expectations placed upon her by the school and by the Education Authority's Compulsory Education requirements.

I understand that Quwwat UI Islam Girls' School operates a Zero-Tolerance Policy, and that inappropriate or threatening behaviour towards any staff member or pupil will result in swift and appropriate action.

If my daughter fails to meet the standards set by the school (in attendance, punctuality, behaviour, conduct etc.) the school retains the right to refuse re-admission for the following academic year.

I understand that if I wish to remove my child from the school, I will be required to pay any outstanding fees before she can be taken off roll. Please note that pupils still on roll at our school will not be allowed to be admitted to any other school. Parents must notify the school a whole half term in advance before a parent wishes to take a child out of the school.

New admissions to Secondary School: I understand that on admission, my daughter is subject to a probationary period of one term. If during this time my daughter does not meet the behavioural expectations of the school, she may be asked to leave the school.

In this instance, any fees paid (including those made in advance of deadlines) will not be refundable or non-transferable.

Signed
Full Name
Relationship to applicant

*School Policies and Procedures, as well as the Complaints Procedure are available via the School Office.

Child's name: _____
Parent's name: _____
D.O.B. _____
Emergency Instructions: _____
Comments: _____

Medical Condition: _____
Diagnosed by: _____
When: _____
Name of doctor monitoring condition: _____
Comments: _____

Medical Condition: _____
Diagnosed by: _____
When: _____
Name of doctor monitoring condition: _____
Comments: _____

Medication required for any medical conditions: _____
How long is this medication prescribed for _____
How many types of medication is your daughter prescribed: _____
How often is your child required to take this medication: _____
Comments: _____

Medication name: _____
Medication purpose: _____
Dosage: _____
Prescribing doctor: _____
Comments: _____

Medication name: _____
Medication purpose: _____
Dosage: _____
Prescribing doctor: _____
Comments: _____

Parent/guardian Signature

Date

Welfare Officer Signature

Date

Quwwat ul Islam Girls School

Emergency Contact and Medical Information Pupils

Child's Name

Date of Birth

Sex

F

Parent's/Guardian's Name

Parent's/Guardian's Name

Home Phone

Work Phone

Home Phone

Work Phone

Address

Address

City, ST ZIP Code

City, ST ZIP Code

Alternative Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

Home Phone

Work Phone

Home Phone

Work Phone

Address

Address

City, Post Code

City, Post Code

Medical Information

Hospital/Doctor's Surgery

GP's Name

Phone Number

Health Authority

Medical Reference Number

Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics/ambulance for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature

Date

I give permission for my child to go on school trips. I release Quwwat ul Islam Girls School and staff/volunteers from liability in case of accident during activities related to school trips and general school activities, as long as normal safety procedures have been taken.

Parent's/Guardian's Signature

Date

Witness Signature

Date

Consent Form for Photography and Images of Children

We at Quwwatul Islam Girls' School may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Authority (LA) or by local newspapers.

Photography or filming will only take place with the permission of the head teacher and under appropriate supervision. When filming or photography is carried out by the news media, children may be named but home addresses will never be give out.

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form**. You may withdraw your consent, in writing, at any time.

Name of child (Block Capitals):	
Name of PARENT/GUARDIAN of the child:	
<p>I understand that:</p> <ul style="list-style-type: none"> • “the media” may take images of activities that show the establishment and children in a positive light e.g. Reception Year pictures of new starters, drama, sports and prize giving; • photographers acting on behalf of the school or the LA may take images for use in displays, in publications or on a website; • embarrassing or distressing images will not be used; • the images will not be associated with distressing or sensitive issues; and <p>the school will regularly review and delete unwanted material.</p> <p>Having read the above statement, do you give your consent for photographs and other images to be taken of your child?</p> <p>Please tick one of the boxes below that best describes how you would like images to be used.</p>	
I do give permission for pictures of my child to be displayed in the school and published, with their names and ages in: the press, “official” school social network feeds as well as on school, Local Authority or press websites.	
I do give permission for pictures of my child to be displayed in the school and published “official” school social network feeds as well as on school, Local Authority or press websites but, not for them to be named .	
I do give permission for pictures to be taken and used within the school but not to be used in the press or on the websites (except in a password protected area of the school).	
I do not give my permission for any pictures to be taken and used inside or outside the school.	
Signature of parent/guardian of the child:	
Relationship to the child:	Date (Date/Month/Year):

NB There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The establishment recognises that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

If you wish to attend establishment functions and take photographs of your and other people’s children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.