

Al-Quaim Madrassa (Slough)- Late Admission Policy

1. Purpose

This policy sets out the principles and procedures for considering late admission applications to Al-Quaim Madrassa (Slough). Late admission is regarded as exceptional, and the madrassa is under no obligation to accept applications submitted after the published deadline. This policy ensures fair, transparent, and lawful decision-making.

2. General Principles

- Late admission applications are considered only where circumstances genuinely prevented submission during the standard admission period.
 - The madrassa will assess each case individually and may request supporting documentation to verify the circumstances.
 - Acceptance of a late application is at the sole discretion of the Madrassa Management Committee. Submission of a late application does not create any entitlement to a place.
 - Decisions made under this policy are final and binding.
 - The late admission deadline automatically expires a week after normal admission deadline.
 - No applications will be considered after this point, regardless of the circumstances or excused provided.
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3. Eligible Circumstances for Late Admission

Late admission may be considered under one or more of the following circumstances, provided evidence or reasonable explanation is supplied:

1. **Relocation** - The family recently moved to Slough from another UK city or abroad and were unaware of Al-Quaim Madrassa before the move.
 2. **Illness or Hospitalization** - The child or a parent/guardian was seriously ill or hospitalized during the admission period.
 3. **Exceptional Family Circumstances** - Death, serious illness, or other significant crisis affecting a parent/guardian during the admission period.
 4. **Legal or Custody Changes** - Custody or guardianship changes during the admission period.
 5. **Other Exceptional Circumstances** - Circumstances genuinely beyond the control of parents/guardians, reviewed case by case.
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4. Circumstances Not Considered Valid

The following are not valid reasons for late admission and will not be accepted:

- Parents/guardians being abroad during the admission period (applications can be submitted online from anywhere in the world).
- Parents/guardians being too busy with work, business, or personal travel.
- Parents/guardians simply forgetting the deadline.
- Parents/guardians assuming they could apply after the start of term.

This list is illustrative, not exhaustive, and the madrassa reserves the right to reject any application where the reason is judged not exceptional.

5. Application Process for Late Admission

- Parents/guardians must submit a written/verbal request explaining the circumstances and provide supporting evidence where possible.
 - Applications will be reviewed by the Madrassa Management Committee.
 - Submission does not guarantee acceptance, and decisions will be communicated in writing/verbally only.
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6. Placement and Parental Responsibility

- If accepted, the child will be placed in the class level appropriate to their age and knowledge.
 - Parents/guardians are responsible for ensuring their child has completed any missed material at home.
 - Teachers will not provide individual catch-up support.
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7. Parent/Guardian Contact Responsibility

- Parents/guardians must provide the name and contact details of the responsible parent/guardian with daily responsibility for the child.
 - Contact details must remain active and monitored.
 - Parents/guardians must respond promptly to all madrassa communication.
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8. Withdrawal of Place

The madrassa reserves the right to withdraw a place where:

- False or incomplete information was provided.
 - The madrassa cannot safely provide for the child's needs.
 - Parents/guardians fail to uphold communication responsibilities.
 - The child persistently breaches madrassa rules.
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9. Finality of Decision

All decisions regarding late admission are final and binding. Acceptance of a late admission request is entirely discretionary and cannot be challenged in law except where there is proven unlawful discrimination or breach of statutory duty under UK law.