

CHECKLIST FOR APPLICATION FORM

Name: _____

Grade applying for: _____

Year Applying for: _____ 20____
Month Year

KINDLY TICK THE BOXES BELOW

I have submitted the following certified documents:

- Birth certificate
- Mum I.D/passport
- Dad I.D/passport
- Immunization chart
- Proof of address
- Proof of administration fee
- Passport size photo
- Previous school reports:
From Grade 1 application only
Academic
Islaamiyaat
- Study permits (for foreign students)
- Transfer Card (from Grade 1 only)

For office use only

All documents in order <input type="checkbox"/>	School stamp:
Received by: _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Date: _____ / _____ / _____ DD MM YYYY	
Sign: _____	REF: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
Time: _____	
Comments: _____	

Houghton Muslim Academy acknowledges that we have received your application.

Applicants Name: _____ Year of Application: _____ Grade Applying For: _____

REF:



Date received at HMA: ___/___/___
DD MM YYYY

APPLICATION FORM

Attach a photo

Application for admission in _____ 20_____
Month year

A. Student Information

Student's Name: _____
Family / Last Name First Name Middle

Birth Date: ___/___/___ Birth Place: _____ Gender: _____
Day Month Year

Applying for grade: _____

Home language(s): _____

Previous School: _____ Highest Grade Passed: _____

Sibling(s) applying to HMA (list name and grade): _____

Sibling(s) already enrolled at HMA (list name and grade(s)): _____

Dexterity of learner: Right handed Left handed Ambidextrous

B. Family Information

Parent/Guardian 1 Name: _____ Surname: _____

Profession: _____

E-mail address: _____

Employer: _____ Work Address: _____

Nationality _____ Home Phone: _____

Work Phone: _____ Mobile Phone: _____

Physical Address: (Home) _____

Parent 2/Guardian Name: _____ Surname: _____

Profession: _____

E-mail address: _____

Employer: _____ Work Address: _____

Nationality _____ Home Phone: _____

Work Phone: _____ Mobile Phone: _____

Physical Address: (Home) _____

C. Educational History:

Has your child ever been enrolled at HMA? YES NO from: _____ to: _____

Has your child skipped or repeated a grade? YES NO

Has your child been suspended or expelled from school in the past two years? YES NO

Any concerns of which to make us aware that would help us? (Transition, adjustments, academic)

D. Billing Information

Financial responsibility of my child will be assumed by: _____

Relationship _____

Phone number: _____ E-mail: _____

E. Emergency Contact Information (other than parent)

In the event of an emergency contact: _____

Work Phone: _____ Mobile Phone: _____

Home Phone: _____ Alternate Phone: _____

Print Name: _____

Name of Parent/Legal Guardian (Please print): _____

Relationship to Child(mother/father/legal guardian): _____

Signature of Parent/Legal guardian: _____

Date: _____



ENROLMENT CONTRACT

(Newly admitted student)

Student: _____

Last Name First Name Middle Name

If accepted by the Admissions Committee and upon my payment of the appropriate enrolment tuition fees, please enter my child as a student at the Houghton Muslim Academy. Enrolment is subject to general statements, rules, regulations, conditions, traditions, and financial terms as set out below. I understand and acknowledge the following:

Signature: _____

1. The Mission of the HMA

The mission of the HMA is to nurture and develop young minds through imparting both academic and cultural learning's and to empower the nation's future leaders in Industry and Society at large. HMA recognizes that the primary years of a child's development, is critical in shaping the character and personality of that child and therefore places substantial emphasis on creating the appropriate environment to suitably foster this development. Our strong Islamic ethos coupled with the set of values we subscribe to, serves as our guiding light in achieving this vision.

Our core values of Integrity, Morality, Spirituality and Higher Learning drives our commitment in discharging our onus of delivering a superior learning experience. These values are all encompassing and define the manner in which we interact, manage and educate. By instilling the values that we uphold, we strive to develop each child holistically through unlocking his/her full potential in all areas of development.

2. Curriculum & School term

The HMA is institutionalised with CAPS (Curriculum Assessment and Policy Statement) and is also an IEB (Independent Examinations Board) registered institution. The principle focus is on the holistic development of the child. This includes physical and perceptual motor development, language skills, social, emotional and intellectual development.

The school programme provides for a variety of learning experiences. It is based on the principle that learning should be the result of actual experience; that play is a significant mode of learning, and above all the school should be a place of joy for both the learner and educator. Activities include drawing, painting, reading, baking, cutting, pasting, crafts, puzzles etc. Reports will be handed out termly.

The school year consists of 4 terms. The holidays are set out by the Gauteng Education Department; however, this might vary at times. Term planners will be sent out at the commencement of each term detailing all holidays.

3. Enrolment

Admission of a student is subject to the approval of the school's administration, subject to the HMA admission policy. **Completed registration documents including immunization card, birth certificate, parents/guardians I.D copies and previous school records, are all required before an application can be processed.** Previous school records, a student's age, interview and placement tests where necessary, shall determine grade placement. The final decision on grade placement is at the discretion of the school's administration. HMA is authorized to contact previous schools and other sources to obtain information to support this application.

I as a parent / Guardian understand that any records obtained pursuant to my consent will be treated as confidential and only reviewed or disseminated within HMA as necessary to make an admission and class placement decision. I further understand that I will hold HMA harmless in gathering information from other sources and acting upon that information in the admission and placement processes. **Toddler applicants should have attained the age of three (3) of that academic year**

	Toddler	Gr 000	Gr 00	Gr R
Age	3 years	4 years	5 years	6 years

It is a further requirement that all Grade 000 applicants must be fully toilet trained prior to being enrolled. HMA will administer forms after acceptance for admission.

4. Fees

- For first time students as well as returning students, payment of a non-refundable application fee of R450 is required. Applications will not be processed without this fee.
- **When an application is accepted for enrolment, a deposit is required. This is a one-time refundable payment that will be invested with a Shariah compliant fund. Please note that an annual deposit top up will be required when learners progress to the following grades.**
- **For continuing students to reserve a place for the next academic year, a deposit will be required. This amount will be credited against the deposit held in trust by the HMA.**
- Students who have paid tuition/deposits but fail to attend the first 10 days of school without notification to the school will be placed in a wait pool for their grade. Subsequently without any other arrangements having been made, the application will be withdrawn, and monies paid will be deemed forfeited.
- Tuition fees are payable on a monthly basis, according to the fees applicable to each grade as per fee schedule. Students will not be allowed to attend school if tuition is not paid by stated deadlines unless other acceptable arrangements in writing are made with the school.
- Notice of fee schedule will be sent out at the beginning of each year.

- **Payment terms**
 - Monthly - Payable by the 1st day of each month for 10 months,
 - Termly - Payments are payable in advance by week 1 of every new term
 - Annually – Payable by the 31st of the January of the year and subject to a 5% discount.
- **Payment method**
 - Fees can be paid by debit order, direct deposit or bank transfer. Please use your child's full name and surname for reference purposes to ensure that we allocate the payment correctly.
 - Please note that HMA does not accept cash for fees, however card facilities are available.
 - Deposits cannot be used to offset outstanding fees.
 - Fees are payable as usual during school holidays and absences.
- **Important Deposit Notice**
 - **Please note that if you intend removing your child from the school, we will require three months' notice in writing. Failure to do so will result in forfeiture of the deposit held.**
 - Deposits will not be used to offset outstanding fees.
 - Refunds of deposits are to be paid in December, unless otherwise communicated.
- **Banking Details**
 - Houghton Muslim Academy
 - Bank: First National Bank
 - Account Number: 62315538845
 - Branch: Fordsburg
 - Branch Code: 252505
 - Reference: (your child's full name and surname)

5. Library (New Building)

A lost or damaged (Reader or textbook) will have to be replaced or paid for. The cost varies between R50 and R200. Please ensure that your child learns to respect books. No scribbling, tearing etc will be tolerated.

6. Personal belongings

HMA is not responsible for damages to or loss of personal belongings on school premises and on school outings. Please do not send your child with any toys or personal items to school. This creates conflict between the children. Under no circumstances will cell phones be allowed at school.

8. Trading

No buying and selling of any products is allowed by learners.

7. Codes of Conduct

As parents / Guardians we understand that inappropriate conduct of the student or parent may result in suspension or expulsion.

If a student is unable or unwilling to do assigned schoolwork or when behaviour is disruptive or undisciplined, HMA has the right to terminate enrolment. Before termination occurs however, school personnel, parents, and the student will work together in an attempt to solve the problem. The deposit paid will be forfeited, however any other term fees that have been paid in advance will be refunded. Disruptive or threatening behaviour from a student's parent/guardian will not be permitted and may result in termination of the enrolment of the student.

8. Medical Considerations

Every student must have a medical form on file in the school administration office. Failure to do so may result in non- or mistreatment of injuries, for which the HMA cannot accept responsibility. Every student must be vaccinated in accordance with the immunisation schedule provided by the Department of Health, if your child is not vaccinated or is late for a vaccination the school should be informed about such non-vaccination. Kindly call the admin office if your child is unable to attend school on a particular day due to being ill. Also inform the teacher if your child has any health problems or allergies. If your child is on any particular medication that might have to be taken during school hours or in an emergency, please note that by law the school cannot administer any medication.

If your child is sick, please keep him/her at home as this will speed up the recovery process and prevent the illness from spreading to the other children. Parents will be contacted if their child becomes ill at school, children will be kept in the sick room until collected by respective parent/ guardian. In case of an emergency, the child will be taken to the nearest doctor's facilities. This will be for the account of the parent.

As parents / Guardian we hereby authorize HMA to act as my agent for the above noted services. I release HMA from all liability that might arise from giving this authorization.

9. Dress Code

All learners from grade R – 7 will be required to wear the HMA school uniform. For pre-school and toddler groups,

Grade R - 3		Grade 4 - 7	
Girls	Boys	Girls	Boys
HMA Tracksuit	HMA Tracksuit	Abaya	Kurta
School Golf T/Shirt	School Golf T/Shirt	Burqa	White School Topi
Black School Shoe / Takkie	Black School Shoe / Takkie	Black School Shoe	Black School Shoe
Navy School Socks	Navy School Socks	School Cap	School Cap
Red School Burka	White School Topi	Navy School Socks	Navy School Socks
School Cap	School Cap	HMA Jersey	HMA Jersey
Winter HMA Jacket	Winter HMA Jacket	Winter HMA Jacket	Winter HMA Jacket
		PE Uniform	PE Uniform on PE Days

learners are advised to wear comfortable clothes that would allow them to run, jump, climb etc. Learners must wear trainers/sandals with a back strap. No heels or open back shoes / sandals are allowed. This is to ensure that your child is comfortable at all times. T-shirts bearing the HMA logo as well as a cap will be handed out to pre-school learners during the first term, these are compulsory when going on excursions as it enables the teachers to clearly identify the child.

Please note prefects will be identified by a different colour burqa/topi

10. Limitation of School Responsibility (before and after school hours)

Students should not arrive thirty (30) minutes prior to the commencement of school and should leave immediately after classes or at the conclusion of their extra mural activities. The school cannot be held liable for mishaps or accidents that may occur to students outside of the regular school hours.

11. Stationery Packs

It is compulsory for each child to purchase a starter pack on enrolment. All items from the starter pack must be clearly labelled with your child's full name and surname. Whatever can be salvaged from the pack at year end, will be used the following year.

What to bring on the first day:

- 2 boxes of tissues
- Liquid soap
- A set of spare clothes (clearly labelled). Include summer and winter items **(TODDLER -00 ONLY)**
- A sun hat (clearly labelled), this will be used when playing outdoors and will be kept in your child's locker **(TODDLER -00 ONLY)**

12. Drop off and pick up

Please park in the demarcated parking bays, do not block or obstruct other people wanting to park. All kids are to be dropped off and collected from outside the school building. Due to the school being situated on Masjid premises, kindly ensure that you are attired in Islamic gear when entering the masjid gates.

Should you send someone else to pick up your child please inform the teacher or school secretary beforehand so that they are aware of the arrangement. Early leave will only be granted to kids if it is an emergency. Kindly not that all doctors / dentists appointments must be made for after school hours.

13. Communication / Homework book

Each child must have a communication book or diary at the beginning of the year.

The book will contain the following:

- Weekly/Monthly Planners or themes that parents need to be made aware of.
- Homework that needs to be supervised and done.
- Important notices

14. Lunch

Houghton Muslim Academy does not offer on-site canteen facilities and lunch should be provided for your child. Parents are advised to pack a healthy lunch box which should contain a selection of the following: Whole wheat sandwiches, fruit, nuts, raisins and yoghurt. Please pack a liquid refreshment every day. No fizzy drinks, sweets, chocolates, or crisps are allowed.

15. Birthdays

Houghton Muslim Academy strives to uphold its Islamic ethos and parents are kindly requested not to encourage birthdays at the school

16. Extra Mural Activities

Houghton Muslim Academy offers a wide range of optional extra mural activities at an additional cost. Look out for the notice at the beginning of each term detailing the times and cost of each activity.

Kindly be advised that during the period your child is participating in an extra mural activity, your child is in the care and responsibility of the instructor conducting the class.

17. School Times

Mon - Thurs	Friday	Grades
9:00am - 12:00pm	9:00am - 11:30am	Pre-school
7:20am - 13:45pm	7:20am - 11:45am	Grade R
7:20am - 2:45pm	7:20am - 11:45am	Grade 1 - 3
7:20am - 3:45pm	7:20am - 11:45am	Grade 4 - 7

***Ramadaan and examination times do differ compared to our normal school operational hours and will be communicated closer to the time.**

18. Security

A security guard will be on duty at all times. Kindly be cooperative towards them as they receive instruction from management.

19. Fun Days

These include excursions, sports days, family days and demonstrations at school and an annual jalsa at the end of the year. There will be an excursion or an event at least once every term. All children are required to wear the official school uniform while on excursions (dress codes will be determined and communicated before every outing). The cost for the excursion or school event is not included in the school fees. You will be informed of the cost prior to the event. Please ensure the indemnity forms are signed and be advised that it will serve as a blanket parental consent for all activities. Should you prefer your child not participating in any event during the year, kindly inform Houghton Muslim Academy accordingly.

Name of Parent/Legal Guardian (Please print): _____

Relationship to Child (mother/father/legal guardian): _____

Signature of Parent/Legal guardian: _____

Date: _____



HEALTH INFORMATION

(To be completed by parent or guardian)

NOTE: Kindly attach immunization forms

These health forms are to be provided no later than the student's first day at school. Please answer the following regarding the health of your child.

Relatives/Friends to pick up sick or injured child if parents cannot be contacted:

1st Name: _____ Phone No: _____

2nd Name: _____ Phone No: _____

Medical Aid details (if applicable)

Name of Scheme: _____

Option: _____

Main member: _____

Membership number: _____

Existing Medical Conditions

Allergies

I have submitted a copy of my child's immunization chart with this application.

YES

NO

Other medical conditions

Name of Parent/Legal Guardian (Please print): _____

Relationship to Child (mother/father/legal guardian): _____

Signature of Parent/Legal guardian: _____

Date: _____



INDEMNITY FORM

(To be completed by parent or guardian)

The following Indemnity Form, once signed, gives your consent for your child to be present at and to participate in all school activities inclusive of excursions and sports matches for the duration of the child's stay at this school.

You will note that should you not want your child to go on a particular excursion, you may naturally exercise this option.

NOTE : Every care will be taken to ensure the safety of your child at and away from School.

I hereby give permission for my child _____ (print) to be present at and participate, under the supervision of the school, in all school activities, educational excursions and/or extra-mural activities while he/she remains a pupil at the school.

- I. I hereby undertake to indemnify and hold harmless, the school, its staff, or its bona fide representatives and agents against any and all claims, costs or expenses, howsoever arising, including negligence but not gross negligence, arising out of injury, death, loss or damage suffered as a result of any school activities, and/or educational excursions and/or extra mural activities sustained whilst my child is in their care.

- II. I accept that the school and its staff will take every reasonable precaution to ensure the safety of my child.

Name of Parent/Legal Guardian (Please print): _____

Relationship to Child (mother/father/legal guardian): _____

Signature of Parent/Legal guardian: _____

Date: _____