

Leicester Community Academy

2 Overton Road, Leicester, LE5 0JA

Tel: (0116) 274 1626

Web: www.lcis-darularqam.org.uk

Email: info@lcis-darularqam.org.uk

Admission Form

Please fill this form in capital letters using black ink

Child's Details

Surname: Forename(s):

Date of birth: Place and country of birth:

Gender: Male Female Ethnic origin:

Mother tongue / first language:

Nationality: Religion:

Address:

..... Post Code:

Telephone: Mobile:

Email address (it must be the parent(s) / guardian(s), **not** the child's):
.....

Name of person the email belongs to:

Relationship to child:

Are you happy to be contacted by email? Yes No

Which year group are you applying for (e.g. Year 1, Year 2 etc)?

When do you want your child to start school?

Previous School Details

Which year group is your child currently in?

Name & address of previous school:

.....

Name of Head Teacher:

Child's Health

Does your child suffer from any serious illness / allergies? If so please give details:

.....

Any other relevant information:

Name of doctor:

Name of surgery:

Address of surgery:

..... Post Code:

Parents / Guardians Details

Father's name:

Address:

..... Post Code:

Occupation:

Contact number:

Mobile number:

Mother's name:

Address:

..... Post Code:

Occupation:

Contact number:

Mobile number:

Emergency Contact Details

Please provide details of somebody who can be contacted if parents / guardians cannot be contacted:

(1) Name: Number:

(2) Name: Number:

(3) Name: Number:

Offer of Acceptance

Have you applied at another institute? Yes No

If you are made an offer, would you be available to accept immediately? Yes No

Do you have any other children studying at this institute? Yes No

Please note that there may be a waiting list and places would be awarded on a first come first served basis. There is an equal opportunity policy in operation. There will also be a short assessment to check the child's ability. There will be a **non-refundable** charge of £50.00 for Primary students and £100.00 for Secondary students to cover the cost of the assessment. This needs to be paid before the assessment can take place.

I hereby apply for my child to be admitted at Leicester Community Academy. I have read the school prospectus & understood the policies of the school. I agree to abide by all the school regulations and will support the ethos and Islamic Practices.

I understand that once my child has been accepted; registration, stationery fees & school fees for the 1st month will need to be paid before my child can be registered at the school.

I also understand that the school fees of £1800.00 are payable at the beginning of each year or by quarterly instalments of £450.00 at the beginning of each quarter (all school fees for the academic year must be paid in full by 15th June). Academic year is from August to July.

I also understand that no fees will be refunded and that if my child leaves during mid-term, I will be liable to pay fees for the full term. Failure to pay fees on time will result in my child being removed from the admission's register. I have chosen the following method of payment:

(1) Quarterly Standing Order (2) Monthly Standing Order
All school fees for the academic year must be cleared by 15th June. Academic year is from August to July.

Please note that the above terms are subject to changes.

Please tick **one** box only:
I understand & accept the terms set out in this section of the application form.

I **do not** accept the terms set out in this section of the application form.

Sign: Print Name:

Date:

Please bring your child's last school report (showing the teacher's comments), passport, birth certificate & 2 passport sized photographs with this application form. Applications will not be accepted without these.

Office Use Only

Date Received:

Passport

Birth Certificate

School Report

Photograph

Student Info Sent:

Student Info Received:

Date of Assessment:

Pass

Fail

Trial

Date of Assessment:

Pass

Fail

Trial

Enrolment Date:

Application Number:

Comments