

LANTERN OF KNOWLEDGE

INDEPENDENT MUSLIM BOYS SECONDARY SCHOOL



LANTERN OF KNOWLEDGE

EDUCATIONAL INSTITUTE

PROSPECTUS
2012/13 ACADEMIC YEAR

Chair of Governors' Introduction

Assalamu alaikum,

Dear Parents,

We the governors of Lantern of Knowledge Secondary School are delighted to introduce our School through this prospectus in which we have tried to anticipate your questions and to cover the various aspects of life at Lantern of Knowledge Boys' Secondary School.

Lantern of Knowledge is an endeavour to promote education and excellence, with particular focus on each student, not only on their academic standards but also on Islamic moral standards and spiritual enhancement.

We seek success for all our students and understand that individuals have different learning needs. We work hard to create a safe, secure atmosphere.

We know that we as governors, our staff and you as parents have a key role in our young people's progress as we work together to give them the best opportunities possible. It is crucial that home and school operate closely together to support and encourage our young people through this challenging and exciting time in their lives.

Please browse our website: www.jamia.co.uk for further details about life at Lantern of Knowledge Secondary School.

As a school, we look forward to welcoming you to Lantern of Knowledge Boys' Secondary and thank you for giving us the opportunity to educate your child in a Muslim School. It will be a privilege to learn and work with you and your child to ensure that he receives the very best opportunities for his future.

Yours Sincerely,

Imran Sidyot

Our Aims

As a school, it is crucial to know the direction in which we are going. This has enabled us to produce a long term plan based on our values, which identifies six key areas for the school over the coming 5 years.

Our vision for developing the school is:-

- to develop Islamic learning and ethos, and create an environment and atmosphere in the school that will positively influence the characteristics of thought, behaviour, and attitudes of the students;
- to promote learning in general
- to promote individual, intellectual and personal growth of each pupil which prepares them for the next stages of their lives so that they can make most of the opportunities offered to them;
- to encourage high expectations and aspirations;
- to promote high moral standards;
- to make positive contribution to society;

The Curriculum

At Lantern of Knowledge we have designed the school curriculum to reflect the school's values and vision.

The 'Entitlement' curriculum aims to move students forward at a rate appropriate to their abilities and:-

- to teach pupils about the origin of their creation, their Creator, our purpose and the lifestyle we should lead and how to be successful during our entire life and the life to come in the hereafter;
- covers a broad and balanced Islamic Curriculum (Hafiz and Maktab classes at various levels);
- provides opportunities for pupils to build on and broaden their previous achievements and learning;
- encourages pupils to reach their fullest academic and personal potential;
- enables pupils to participate actively in their own learning and assessment i.e. develop the skills they need to evaluate their own work and have a clear understanding of how well they are doing and how they could improve;
- included in the entitlement curriculum are the core subjects from the National Curriculum
- prepares students for the opportunities, responsibilities and experiences of adult life;
- encourages students to develop understanding and awareness of their place in society and equips them to make informed judgments and decisions;
- incorporates regular assessment and reporting;

The entitlement curriculum (offered both formally and informally) will produce mature, well educated, young people, who will be responsible citizens and contribute positively to their communities and the wider British Society.

The subjects taught will be selected from the list below and may vary from term to term (and from Key Stage 3 to 4):

English
English Literature
Functional Skills in English (Level 2)
Mathematics
Core Science
Additional Science
Islamic Calligraphy (Art)
Information Communication Technology
Geography
Business Studies
Arabic
Urdu (new from 2012/13)
Citizenship
PSHE
Physical Education

Hafiz and Maktab Courses

An important aspect of our School is the Maktab and Hafiz courses which we allocate considerable time to teach everyday. All in all students spend a third of the day in the learning of these courses which is comparable to the time spent in teaching 3-4 GCSE subjects.

The Maktab course leads to students gaining a good grounding in the basic knowledge and practices of our Deen and the Hafiz course involves the complete memorisation of the Holy Qu'ran. The Maktab and Hafiz courses are taught simultaneously with the other subjects above to pupils in all year groups. All new students are automatically placed in the Maktab class for the first six months. At the end of six months pupils may then opt for the Hifz course provided they meet the basic criteria to undertake the course and their parents are committed to facilitating their home learning. Only limited places are available in the Hifz classes every year and students will be selected on merit.

Hafiz Course:

Memorisation and revision of the Holy Qur'an without Tajweed.

Certification is issued upon successful completion of the entire Hifz which is indeed a major achievement! Completion should not take more than 4 years from entry to this school.

Maktab Class

The Maktab Class prepares pupils in the basics of Islam covering the following:

Aqeedah (Theology and articles of faith),

Fiqh (Jurisprudence),

Tareekh (History),

Tajweed (correct pronunciation and recitation of the Holy Qur'an)

Five years of successfully completing the Maktab class entitles a student to an exemption from the first two years of a full time Aalim (Islamic Scholar) course. Certification is issued upon successful completion and leaving of the school at the end of Year 11.

Of the teaching timetable, 10 hours per week will be dedicated to the Hafiz or the Maktab classes.

Admission Policy

The admissions procedure is as follows:-

- Parents must fill in an application form and submit it to the School's office with a copy of the student's passport or birth certificate and their last year's full school report by the second week of February of each year.

Please Note: There is an application administration fee of £10, which must be submitted with the application form.

- Pupils will be required to sit an admission test in English and Maths and will only be approved for interview if they have met the expected level. Interviews with the student and parents will take place (first interviews start March for the following September enrolments).
- Offers of places will normally be given by the end of May.
- Admission is on the strict understanding that it is for one academic year only. Subsequent offers of a place for the next academic year will be made to pupils if there is sufficient progress in school work, behaviour and attendance/punctuality and the co-operation of their parents has been good. Students must achieve the minimum school internal exam level at the end of Key Stage 3 to be kept on roll for Key Stage 4. The school reserves the right to set additional conditions for Offers to be judged on a case by case basis.

Admission Test

All applicants will be required to sit an admission test as part of our admissions procedure.

The applicants will be tested in English and Mathematics.

The School offers places based on the following criteria:

- The child's previous academic report especially with respect to behaviour
- Previous Exam/Enrolment Test results
- Interview

Priority will be given to:

- Year 6 students attending Feeder Islamic Primary Schools.
- Siblings of students enrolled with Lantern of Knowledge Boys' Secondary School.
- Sons/Brothers of staff working at Lantern of Knowledge Boys' Secondary School.
- Those parents who are committed to the aims and objectives of the school.

For the enrolment interview, all prospective students will be expected to:

- Be familiar with the recitation of the Qur'an
- Know the method of performing Wudhu and praying Salah
- Possess basic knowledge of the Seerah (life history) of the Prophet Mohammad (peace and blessings be upon him).
- Know the last ten Surahs of the Qur'an-e-Kareem.

Assessment and Target Setting

The School views assessment as an integral part of learning. Both formative and summative assessments are crucial to the teaching and learning process. The results from assessments then help teachers to plan future work.

School Fees

The school fees are kept low in anticipation/hope of an initial and regular charitable donation (Lillah) by parents to the school. The school fee for 2011/12 was £2,550. Please telephone the school for the 2012/13 school fee.

Payment of school fees can be made in one full installment, in two equal installments or in eight monthly installments via Direct Debit. No other payment methods are accepted. The first installment of the school fee will be due in July prior to the new academic year starting (this applies to all three payment methods above). **A FULL TERM'S FEE WILL BE DUE TO THE SCHOOL ONCE A STUDENT ATTENDS HIS FIRST DAY AT SCHOOL. NO REFUNDS WILL BE MADE IF THE STUDENT SUBSEQUENTLY LEAVES OR IS REMOVED BY THE SCHOOL FOR WHATEVER REASON. DONATIONS ARE ALSO NON-REFUNDABLE.** Payments in cash are not accepted.

Parents/guardians paying by Direct Debit must ensure that this is set up before the first payment is due. All completed Direct Debit forms must be handed to the School Office with the acceptance of admission slip within three weeks of an offer letter. No Direct Debit forms will be accepted after that date. The right to make payments by Direct Debit will be forfeited if during the year a payment is missed or the Direct Debit is cancelled.

Payments made by cheque* are subject to certain conditions; parents/guardians need to ensure that there are sufficient funds in the payer's account to prevent cheques from 'bouncing', and that payment by cheques are not stopped for any reason. In cases where these conditions are not met, the payer will be liable for the bank charge incurred by the school. In addition, in cases where two cheques for a certain student are stopped, the school will only accept payments in cash for all outstanding and future fees. Late payments incur a charge of £5 each time we have to chase for payments.

Further information regarding payment of fees and how to set-up Direct Debits can be obtained from the School Office between 3pm - 4pm, Monday to Friday in term time. All payments of fees must be made by an adult and during the above allocated times.

* All cheques for school fees are payable to **"Lantern of Knowledge Educational Institute"**.

Form Tutors

Each class has a Form Tutor, who (in most cases) will remain with them until the end of Key Stage 4, thus:-

- developing a sense of belonging;
- having a teacher who has a complete picture of the pupil's performance and progression over the entire curriculum, thus facilitating effective monitoring and assessment throughout the secondary education process.

Pupils receive individual counselling from their Tutors at regular intervals in order to discuss a variety of issues, academic progress, target setting, individual needs and career advice.

The School has an appointed Imam, who is responsible for the welfare and discipline of pupils, and deals with any religious, moral and social issues.

Home-School Partnership

Parents are encouraged to take an active interest in their child's education. Regular feedback is provided to parents by means of Homework Diaries. Parents/carers are expected to take note of the comments and to sign the diaries on a weekly basis.

Pupil achievement is reported to parents regularly through reports and interim assessments, and there are many opportunities for parents to discuss progress with their child's teachers.

Subject Teachers record progress of each pupil throughout the year. Copies of these records are given to the Form Tutors and may be used by them during parents' evenings.

The annual report contains:-

- attendance and punctuality for the year;
- general academic and Hifz/Maktab progress for the year;
- behaviour report

for each subject:-

- grades showing both attainment and effort;
- results of any examinations;
- progress;
- target levels for the following years;

Parent days/evenings will be planned at suitable times of the year so that teachers and parents have an opportunity to discuss subject specific matters.

Homework Policy

Aims and Objectives

The aim of homework is to:-

- reinforce and extend the subject matter taught in the classroom;
- create additional time for structured learning and hence raising achievements at the School;
- assess individual pupil's understanding of lessons that have been taught;
- promote learning at home as a part of the education process;
- allow parents to have direct involvement in their child's learning;
- encourage self-discipline and personal organisation;

Teachers will set homework for clearly defined purposes, not simply for "the sake of it".

Homework set will be followed up in class and it will be made clear to children that, unless clearly specified, homework tasks are not optional.

The Timetable

The School day starts at 8:15am and finishes at 4pm, Monday to Friday.

The first 15 minutes of every day are spent in assembly, recitation of the Holy Qur'an and registration.

The next two hours are dedicated to the Hafiz and Maktab classes. Thereafter, the remaining subjects of the school's curriculum are covered on a rotational basis.

The 'entitlement' curriculum gives priority to Islamic related subjects and the National Curriculum core subjects.

Pupils will normally be expected to participate in all activities. Should there be any circumstances preventing this, parents are asked to make the necessary request to the Head Teacher in writing.

Holidays

Holidays are decided by the Governing Board and will take into consideration the Islamic Calendar. Parents will be informed at the start of the School year all the key dates of the school on a provisional basis (subject to change as necessary).

LOK school does not allow students to be taken on holiday during term time especially at Year 10 and 11. Any unauthorised holiday will lead to the student being taken off roll (see Permanent Exclusion section below).

School Dinners

The school encourages healthy eating. Pupils are required to bring their own packed lunch to school, which must include fruits. Sweets, chocolates, chewing gum and fizzy drinks are not allowed.

Homework Time

A homework timetable is issued at the start of each academic year. Each subject teacher is expected to set homework once a week. The "expected" time to be spent on homework per subject is:-

- ❑ 30 - 60 minutes in Key Stage 3;
- ❑ 90 minutes in Key Stage 4.

Of course the exact amount of time that pupils will spend on homework will vary from pupil to pupil. The emphasis will ALWAYS, be on good quality homework being set by the teacher rather than setting homework to simply occupy the students for a certain amount of time.

In exceptional cases (e.g. prolonged absence from the School due to illness), if a parent feels that there is a need for additional homework this should be discussed with the subject teacher. If the subject teacher feels that additional work would be appropriate, then adequate time will be allowed for:-

- ❑ setting the homework;
- ❑ for the pupil to complete the homework;
- ❑ teacher to mark the work;

In general, pupils will be given a minimum of 3 days to complete homework. This will support the pupils as they develop the important skill of organising and planning the use of their time to include their clubs and other activities, and leaving enough time to ask their teacher for help with their homework if they need it.

The School expects homework to be completed and to be handed in on time. This gives pupils valuable experience of working to deadlines and helps teachers with their marking schedules.

Homework Diary

Homework diaries form a key part of the home-school partnership and provide a:-

- ❑ convenient means of communication;
- ❑ means by which pupils can learn to be organised;

Pupils will be issued with homework diaries and will be expected to:-

- ❑ take care of their diary, keeping it in a good condition (e.g. without marking or graffiti);
- ❑ take their diary to all lessons;
- ❑ record brief details of each homework that has been set and the date by which it (the homework) is required to be completed and handed in to the teacher;

Each subject teacher will periodically check that all homework set is recorded in pupils' diaries accurately and will use the diaries to record achievements and express any concerns.

Form Tutors will check the diaries at least once per week in order to monitor the progress of pupils in their tutor group. Tutors may also make comments in the diaries and will sign the diaries. Tutors will make use of the Tutorial periods to do this. Parents/carers are expected to take note of the comments and to sign the diaries on a weekly basis. Parents may also communicate with the School using the diaries (e.g. note of absenteeism).

Rewards / Sanctions

Good quality work, efforts, conduct etc. will be recognised in line with the School's Merit policy. Similarly, failure to complete tasks (or inadequately completed tasks) and poor behaviour is sanctioned in line with the School's Misbehaviour Policy.

Discipline and Other Policies

All pupils are expected to adopt the character of our beloved Prophet (peace and blessings be upon him) and the Sahabah (may Allah be pleased with them) and the way in which they received knowledge from the greatest of all teachers. The School's policy on behaviour is based upon the Qur'an & Sunnah in order to maintain a disciplined, respectful, fair and harmonious environment.

Pupils must show total respect to all teachers and non-teaching staff at all times. Talking back, failing to carry out instructions and other actions that show disrespect and disobedience will not be tolerated. Punctuality and attendance must be in accordance with the School's policy.

Swearing, mocking and any other form of verbal discrimination will not be tolerated. All forms of bullying will be confronted and taken very seriously. More information on bullying can be found in our Anti-Bullying Policy. Chewing gum will not be permitted on the premises. Smoking will lead to an immediate suspension and the parents will need to come in to school to discuss the student's possible permanent removal from the school. Any other consumption of harmful substance will lead to an immediate expulsion.

Behaviour Policy

The main purpose of this policy is to encourage and promote good behaviour. The school places much emphasis on praise and reward. Good behaviour helps in delivering effective teaching and also enhances learning.

Aims

- To encourage pupils in setting and achieving realistic targets.
- To promote and encourage respect for every member of the community.
- To prepare pupils with skills to participate fully in society.

General School Rules

- All behaviour should be in accordance with the teachings of Islam.
- The school code of conduct should be adhered to.
- Eating should only be in designated areas.
- Hazardous substances/items (lighters, glues, matches etc.) are not allowed to be brought to the school.

- Pupils should not bring large amount of money or valuables (jewellery, mobile phones etc.) to school as the school cannot be held responsible for any loss of personal property.
- Students under no circumstances are allowed to bring in mobile telephones or visual or sound recording devices. These will be confiscated on a permanent basis. Presence of such devices on the students may lead to suspension or permanent expulsion from the school.
- Our good behaviour policy applies while pupils are travelling to and from school and at lunch/break times. Pupils are also subject to school discipline rules if they engage in misconduct out of school hours where their behaviour reflects badly on the school or poor behaviour/disrespect is shown to any of the school's staff/management/trustees off the school's premises and outside school time.
- Sanctions under our disciplinary rules will apply to pupils if their parents/relatives or legal guardians behave inappropriately towards the staff/management/trustees of the school in and off the school premises and in and outside school time.

Behaviour Management – Rewards, Discipline and Sanctions

Teachers promote good behaviour through rewarding pupils for their good behaviour, work etc. Rewards include:

- Verbal praise
- Certificates (attendance/punctuality/work)
- Commendations (noted in diary)
- Letters to parents
- Presentation of work

In many cases a reprimand is sufficient to show that a minor breach of discipline or manners is unacceptable. A more serious matter may require more serious punishment.

Poor behaviour will be followed up by the teacher concerned by talking to the pupil, sanctions etc.

Refusal by a pupil to accept the authority of any staff or of the school will be regarded as an extremely serious breach of the school rules and treated accordingly.

Use of Restraint

Pupils will not be restrained unless there is a genuine health and safety risk or other circumstances allowed for in DFE Guidance. In such a case, the degree of force used will be reasonable and as necessary to the situation presented.

Strategies and Sanctions

Low level

- Tactically ignore
- Restatement of classroom rules/Code of Conduct
- Name recorded. Five entries may result in disciplinary action such as detention or home contact.

Medium Level

If the above strategies are unsuccessful:

- One to one reminder of expectations
- Placing pupil on day-to-day report via form tutor

High Level

If pupils choose to contravene classroom expectations one or more of the following may apply:

- Involvement of senior staff
- Comment in diary
- Removal from group/class (short-term)
- Detention
- Removal of privileges
- Parental involvement (form tutor will keep record of incidents)
- Report

- Internal suspension
- Fixed-term or permanent exclusion

Fixed Term Exclusion

A fixed exclusion will take place when a pupil has been found to have been in:

- Serious breach of the school disciplinary policy.
- Persistent breach of school rules
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Prior to an exclusion, concerns may be discussed with parents/guardian and agreeing short-term targets.

When making a decision to exclude the following aspects will be considered:

- Relevant facts and evidence of allegations
- Pupil's statement of events
- Whether the incident may have been provoked
- Current DFE Guidance

If a pupil is excluded for more than one day, work will be set and marked, and a reintegration meeting will take place after the exclusion.

If a pupil is excluded for a long period, decisions will be made on:

- How the pupil's education will continue.
- How the time might be used to address the problems.
- Reintegration arrangements.

Permanent Exclusion

A permanent exclusion will take place when a pupil has been found to have been in:

- Serious breach of the school disciplinary policy.
- Persistent breach of school rules
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- Abusive or Aggressive behaviour of a pupil's parent towards any member of the school.
- Unauthorised Absences (e.g. holidays not agreed with the school). The pupil will be immediately taken off role and any re-enrolment will be via the Admission Policy above.

When making a decision to exclude the following aspects will be considered:

- Relevant facts and evidence of allegations
- Pupil's statement of events
- Whether the incident may have been provoked
- Current DFE Guidance
- Record of the pupil
- Any special factors, e.g. Police involvement, Child in public care etc.

Other policies and information available on request include:

- Anti-Bullying Policy
- Behaviour and Sanctions Policy
- Child Protection Policy
- Complaints Procedure and details of the number of complaints formally registered in the preceding school year
- Curriculum Policy
- Health and Safety
- Staff Information

- ❑ Information on academic performance and any public examination results related to the preceding school year

Appearance and Uniform

All Muslims believe that the most beautiful, modest and virtuous mode of dress and appearance is that of our beloved Prophet (peace and blessings be upon him), as prescribed by *Shari'ah*. That is why the school's dress code is underpinned by the teachings of *Islam*. The uniform is easy to implement and reflects the aims and ethos of the school. A tidy, clean and presentable appearance, in accordance to the *Sunnah* of our beloved Prophet (peace and blessings be upon him) must be observed at all times.

Pupils must attend school wearing:

- ❑ A secure white cap (topee)
- ❑ White plain Thowb/Qamees (below knee length and above ankles, not rounded at the bottom). No hoods, half sleeves, embroidery or other colours allowed.
- ❑ White Shalwar (trousers) or black trousers (to be above ankles) - not jeans or tracksuit bottoms
- ❑ Black low heeled shoes, not trainers or mixture of the two.

A minimum of two sweaters must be purchased from the School office. Pupils may wear simple watches. No other jewellery is allowed in School.

Pupils arriving to school inappropriately dressed will be immediately sent home, without warning, to return in a presentable manner.

All un-Islamic hair styles are strictly prohibited and will result in immediate suspension. Pupils' hair must be even in all areas of the head. Prohibited hair styles include:

- ❑ Short back and sides
- ❑ Wedge cut
- ❑ Lines and patterns
- ❑ Uneven hair

Facial hair (beard), when it starts to grow, must be maintained in accordance with the Shari'ah guidelines. Moustaches are not to be trimmed until the beard grows significantly.

Physical Education

For Physical Education lessons pupils are expected to wear the following items:

- ❑ Navy blue loose jogging bottoms
- ❑ Navy blue full/half sleeve jogging top
- ❑ Trainers

Pupils will also require football boots with studs and shin pads. Pupils are expected to be suitably (Islamicly) dressed outside School.

Use Of Video/Photography

From time to time we will be recording, photographing and videoing students as part of their learning and for school promotion purposes. Those parents who would like their child not to be included in this must inform the school in writing on enrolment.

Books and Stationary

Parents are required to purchase all Textbooks (including Islamic Textbooks). The school will provide Exercise books and the homework diary free of charge. Books lost or damaged will need to be replaced. All GCSE Exam Fees and out of hours Tuition Fees are to be paid for by parents as they arise. GCSE Exam fees will include a school administration charge of £5 per paper sat. GCSE re-takes will be charged at £50 per paper. All school trips (recreational and academic field trips) are to be paid for by Parents as they occur.

All pupils are expected to bring appropriate stationary with them to school, including a Scientific Calculator and USB stick.

Complaints

Complaints can be made to the school in line with our Complaints Procedure, available on request from the school office.

The contents of this Prospectus is subject to change without notice.

Contact Details

School:

Lantern of Knowledge Boys Secondary School
30-36 Lindley Road
Leyton
London
E10 6QT

Telephone: 020 8539 5183

Website: www.jamia.co.uk

Head Teacher:

Mr. Irfan Sidyot

Proprietor:

Lantern of Knowledge Educational Trust
30-36 Lindley Road
Leyton
London
E10 6QT

Telephone: 020 8539 5183

Chair of Governors:

Mr. Imran Sidyot
30-36 Lindley Road
Leyton
London
E10 6QT

Attached Forms and Documents for your information

- Application Form
- Merit/Misbehaviour Notice to Children
- Hifz Class Agreement with Parents
- Holiday and Key Dates
- Direct Debit Form
- Best Practice Letter to Parents
- Letter to Parents concerning Valuables
- Unauthorised Absences Letter to Parents



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

Application No.

Roll No.

Year of Entry/Class:

Application Form

PLEASE COMPLETE IN BLOCK CAPITALS USING A PEN AND SUBMIT THIS FORM WITH A PHOTOCOPY OF YOUR CHILD'S PASSPORT AND LAST YEARS FULL SCHOOL REPORT AND A £10 ADMINISTRATION FEE.

1. Child's Personal Details

Surname	First Name(s)
Address of Residence	
Post Code	Tel. of Residence
Date of Birth	
British Passport Holder (YES/NO)?	

2. Details of Parents

Mother's Surname	Mother's First Name(s)
Address of Residence	
Post Code	Tel. of Residence Mobile No.
Occupation	British Passport Holder (YES/NO)?

Father's Surname	Father's First Name(s)
Address of Residence	
Post Code	Tel. of Residence Mobile No.
Occupation	British Passport Holder (YES/NO)?

3 Details of person(s) who are legal Guardian (in the event the child does not stay with his parents)

Surname	First Name(s)
Address of Residence	
Post Code	Tel. of Residence Mobile No.
Occupation	British Passport Holder (YES/NO)?

4. Emergency Contact Name:

Telephone Number:

5. Name of Person(s) Authorised to collect your son:

6. Name of GP:

Address:

Telephone Number:

7. Programme of Study

Which school year/form are you currently in? Year

Which school form/year are you applying for?

Year 7 Year 8 Year 9 Year 10 Year 11

8. Islamic Educational Details

Name of most recent institute/madrasah

Address

Post Code

Tel.

The dates you attended this institute/madrasah? FROM:
TO:

Why have you left this institute/madrasah (if not attending currently)?

Has the applicant completed Nazirah (recital) of the Qur'an? Yes No

Has the applicant memorised any part of the Qur'an? Yes No

If Yes, which Surah's?

Has the applicant taken any lessons in Tajweed? Yes No

Has the applicant studied Urdu? Yes No
Or Arabic? Yes No

If Yes, please give brief details.

Confirmation of the above details will be required if called for interview.

9. School Educational Details

Name of most recent school

Address

Post Code

Tel.

Attended from (date):
...../...../.....

Is the applicant still attending this school?

	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO please state date and reason for leaving?		
Expect or Achieved Key Stage 2 SATS results?	English:	Maths: Science:

10. Other Details

Has the applicant ever been involved with the police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details. _____		
Has the applicant ever been involved with the Social Services/Probation or subject to a Court Order?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details. _____		

Does the applicant suffer from serious or long term illnesses?		
Asthma <input type="checkbox"/> Eczema <input type="checkbox"/> Migraine <input type="checkbox"/> Bronchitis <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/>		
Other <input type="checkbox"/> (please state) _____		

Does the applicant take regular medication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details.		
Does the applicant suffer from any allergies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details.		
If the applicant has any special educational needs or is registered as STATEMENTED please provide details.		
Are there any adverse behavioural issues that has come to light during his current or previous schools? Please provide full details if so such as suspension, exclusion etc.		

RULES AND REGULATIONS

PLEASE READ CAREFULLY BEFORE SIGNING THE DECLARATION OVERLEAF

1. All applicants may be required to sit and successfully complete the admission test and attend an interview.
2. Please pay £10 per application form submitted to cover the processing of the application.
3. Places are offered initially on an up to two month's trial basis.
4. Disclosure of all previous character and conduct references are necessary and you agree to the school making enquiries to verify that all the information you have provided is correct.
5. The applicant must attend all lessons/study sessions except when excused by the principal.
6. All Islamic laws must be adhered to, particularly prayers, dress and social affairs.
7. Permission is to be obtained from the principal prior to any additional leave.
8. To insult/abuse a trustee, teacher or any member of staff of the school is inexcusable. Such behaviour will result in dismissal of the guilty pupil. The pupil may also be expelled if the parents/guardian/family members of the pupil insults the above.
9. Lantern of Knowledge Secondary School reserves the right to dismiss any pupil when deemed necessary, without right of appeal. Anyone dismissed from Lantern of Knowledge Secondary School will have no legal remedy against Lantern of Knowledge Secondary School.
10. Pupils expelled will be held responsible for any disruption and not the school.
11. Lantern of Knowledge Secondary School will not be held responsible for any injuries etc. caused or received during the above named applicant's attendance at, to and from Lantern of Knowledge Secondary School and all its buildings and premises, and you waive any claims against Lantern of Knowledge Secondary School.
12. The parent/guardian/applicant (if appropriate) will be held responsible for any damage caused by the above named applicant to any property, buildings and premises.
13. You agree to pay all fees fully and on time. **You agree that if the pupil attends a day in a new term a minimum of one term's fees must be paid even if the pupil leaves subsequently or is expelled. All donations are non-refundable.**
14. The school may add, delete or alter any rule/regulation without notice. The latest copy of our rules and regulations is available in the school's office.
15. All the above rules and regulations and any further rules/regulations in application at the time will have to be followed. PLEASE CAREFULLY READ THE SCHOOL'S PROSPECTUS ALSO.
16. **I understand that if my child is given a school place it will be for one academic year only. Subsequent offers to continue into the next academic year will depend on sufficient progress being achieved in school work, behaviour and attendance and the cooperation of parents.**

APPLICATIONS CANNOT BE PROCESSED UNTIL ALL DETAILS ARE COMPLETE.

DECLARATION

I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I HAVE READ THE SCHOOL'S PROSPECTUS WITH ITS ATTACHED DOCUMENTS (AS CURRENTLY ON ITS WEB SITE) AND I ACCEPT AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OF LANTERN OF KNOWLEDGE SECONDARY SCHOOL CONTAINED THERE IN. I UNDERSTAND THAT ANY MISLEADING INFORMATION I HAVE GIVEN VERBALLY OR IN WRITING WILL RESULT IN THE APPLICANT BEING DENIED A PLACE AT THE SCHOOL OR IF ATTENDING WILL BE SUBSEQUENTLY EXPELLED.

SIGNED APPLICANT..... DATE

SIGNED PARENT/GUARDIAN..... DATE

NAME OF PARENT/GUARDIAN.....

PLEASE SUBMIT THIS APPLICATION WITH A COPY OF LAST YEARS FULL ACADEMIC SCHOOL REPORT AND A COPY OF THE PUPILS PASSPORT AND £10 ADMINISTRATION FEE.

PLEASE SEND YOUR COMPLETED APPLICATION FORM TO:
THE ADMISSIONS OFFICE, LANTERN OF KNOWLEDGE SECONDARY SCHOOL, 30-36 LINDLEY ROAD, LEYTON, LONDON E10 6QT

TEL. 020 8539 5183
WWW.JAMIA.CO.UK

SCHOOL FEE INFORMATION CORRECT AS OF 1st SEPTEMBER 2011 (subject to change without notice)

- **A yearly fee of £2,550 is payable as a single payment or on an instalment basis if preferred (see prospectus).**
- **WE ARE ABLE TO KEEP THE SCHOOL FEES LOW DUE TO THE INITIAL AND REGULAR CHARITABLE DONATIONS FROM PARENTS.**

MERITS CERTIFICATES AND DETENTIONS EXPLAINED

HOW TO GET A MERIT TICK/CERTIFICATE?

- Good effort/presentation/completeness of homework
- Exceptional behaviour in class
- Helpful attitude in school e.g. helping to tidy up after lunch
- Good effort in class

The top merit totals every two months in each year group will receive a certificate of acknowledgement of good performance.

Certificates will also be issued for 100% punctuality and attendance every two months. Certificates can also be awarded for class/home work that has been done particularly well. The overall merit totals in the year influence the school's choice in the award of 'student of the year.'

WHEN WILL YOU GET A MISBEHAVIOUR TICK?

If you are late in the mornings without a valid excuse (a valid excuse does not include persistent delays in transport or congestion on the roads) then you will receive a misbehaviour tick. If you arrive after 9am without a call or a letter from your parents you may not be allowed into school until we meet with your parents.

If you have not done your homework when it is due you will receive a misbehaviour tick that day and for everyday thereafter until it is fully submitted. If you persistently misbehave or seriously misbehave in or out of class you will get a misbehaviour tick.

DETENTIONS

Three or more misbehaviour ticks in one week will mean you will receive a 45 minute detention either on a Wednesday or a Friday in the following week. Six or more misbehaviour ticks will mean you will receive a 45 minute detention on both Wednesday and Friday. It will be up to you to inform your parents about this.

MISSING ITEMS AND WRONG CLOTHING

If you have missing stationery items such as pen, calculator, USB stick etc. you will be sent home immediately to get it. If you forget your books or your locker key you will be sent home to collect them. If you wear the wrong uniform then you will be sent home to change. Included in your uniform policy is your hair style, finger nail trimming and your general cleanliness. When you are sent home we will not telephone your parents first.

Normally detentions afterschool will be given with 24 hours notice. It will be up to the students to note detentions down in their diary. Those who fail to report for detention when due will not be allowed back at the school the following morning until their parents meet with the Head/Deputy Head of the school.

OTHER SANCTIONS

Three or more detentions in a half term will mean you will be put on report for two weeks which will lead to a suspension for a week if the report has been failed or if one more detention is given following or during the reporting period. If detentions then continue then the student will be expelled permanently from the school. In addition to the above sanctions other sanctions may apply such as lines to be completed, isolation from class, cleaning duties, telephoning your parents and meeting with your parents.

In the name of Allah the most beneficent, the most merciful

HIFZ CONTRACT BETWEEN LOK SCHOOL AND PARENTS

The commitments required for successful memorisation of the Holy Quran is unlike most other studies. The school will provide Hifz teaching but unless and until the student of Hifz does not make serious and regular effort at home he will not be able to progress as could be reasonably expected of them. Hence the role of parents becomes crucial in Hifz learning. Parents have to invest time each and everyday with their children ensuring the Sabak of the day has been learnt. Only then will a student progress sufficiently and can be expected to successfully complete Hifz of the Holy Quran in a reasonable time period. If a student is taken out of the Maktab class to study Hifz then he will miss out on essential learning of the Islamic syllabus as both cannot be studied together. If then the student does not progress in his Hifz then not only does he loose out on Hifz but also on the Islamic syllabus and therefore loosing out twice. We ask parents to seriously consider this point carefully before deciding on whether they can commit to the work that will be required by them. If so then please complete the declaration below and return this singed contract to the school.

I as parent fully understand and appreciate that in order for my son..... to become a competent Hafiz of the Holy Quran in a reasonable time period then the school will have to provide my son with Hifz teaching with all its requisites and equally I as parent will have to dedicate my time and effort in ensuring that my son has fully learnt his Sabak at home before he attends school each morning. I understand that if I do not dedicate my time to supervise my son at home while he is learning his Sabak then I cannot expect him to progress as expected. Therefore I am prepared to solemnly agree to fulfil my responsibilities at home and I confirm to this effect as below.

PLEASE TICK THE BOXES AND SIGN THIS AGREEMENT BELOW.

1. I as parent will personally ensure that my son spends a minimum of 1.5 hours at home (sitting continuously) memorising the Quran every single day of the week including Saturday and Sunday.
2. I shall personally sit with my son checking that he has memorised the lesson given to him everyday. I shall not send him to school without his having memorised his lesson.
3. I shall personally check the reading of his previous lessons (Dhor) everyday so that he does not forget.
4. I will check to ensure my child will always be able to correctly read out his Sabak, Separa and Dhor to his Hifz teacher every morning, Monday to Friday.
5. I agree that if my son is not progressing in his Hifz after 2 months from the date of this agreement I will accept him being moved to Maktab Class.

SIGNED

NAME OF PARENT

DATE

LOK SCHOOL 2011/12 KEY DATES AND HOLIDAYS

(subject to change as required)

SCHOOL HOLIDAYS

SCHOOL HOLIDAYS FROM 7/11/2011 TO 11/11/2011 (BACK TO SCHOOL 14/11/2011)
SCHOOL HOLIDAYS FROM 26/12/2011 TO 3/01/2012 (BACK TO SCHOOL 04/01/2012)
SCHOOL HOLIDAY ON 20/01/2012
SCHOOL HOLIDAYS FROM 13/02/2012 TO 17/02/2012 (BACK TO SCHOOL 20/02/2012)
SCHOOL HOLIDAYS FROM 2/04/2012 TO 10/04/2012 (BACK TO SCHOOL 11/04/2012)
SCHOOL HOLIDAY ON 07/05/2012
SCHOOL HOLIDAYS FROM 4/06/2012 TO 08/06/2012 (BACK TO SCHOOL 11/06/2012)
SCHOOL HOLIDAY ON 6/07/2012

KEY SCHOOL DATES

MID TERM INTERNAL EXAMS FOR YEARS 9, 10 & 11 FROM 5/12/2011 TO 16/12/2011
MID TERM INTERNAL EXAMS FOR YEARS 7 & 8 FROM 19/12/2011 TO 23/12/2011
MID TERM MADRASAH EXAMS FOR ALL YEARS FROM 4/01/2012 TO 13/01/2012
PARENT'S EVENING FOR YEARS 10 & 11 ON 18/01/2012 AT 4.30PM TO 6.30PM
PARENT'S DAY FOR YEAR 7, 8 & 9 FROM 9AM TO 4PM ON 20/01/2012
PARENT'S EVENING FOR YEARS 10 & 11 ON 18/04/2012 AT 4.30PM TO 6.30PM
END OF YEAR INTERNAL EXAMS FOR YEARS 7, 8, 9 & 10 FROM 23/04/2012 TO 4/05/2012
END OF YEAR MADRASAH EXAMS FOR ALL YEARS FROM 18/06/2012 TO 29/06/2012
PARENT'S DAY FOR YEAR 7, 8 & 9 FROM 9AM TO 4PM ON 6/07/2012
SPORTS DAY 9/07/2012
PARENT'S JALSA ON 18/07/2012 AT 2.30PM
SCHOOL TRIP ON 19/7/2012
LAST DAY OF SCHOOL 20/07/2012
NEW ACADEMIC YEAR 2012/13 STARTS ON 29/08/2012

Standing Order Form

Our Reference (Your Child's Name):.....

Your Name.....

Your Address.....

..... Post Code.....

My Telephone Number is?.....

To the Bank Manager (the name of your bank).....

Address.....

..... Post Code.....

Who's Name is the account in?.....

The Branch Sort Code is?.....

My Account Number is?.....

TO THE BANK MANAGER: Please transfer £318.75 on the 26th of every month (or the first working day after that) from August 2010 to March 2011 inclusive to the Bank Account below:-

**Lantern of Knowledge Educational Institute
HSBC Bank, 150 Stoke Newington High Street, London N16 7JP
Account No. 11431447 Sort Code 40-06-27
Telephone number of bank: 08457606060**

Your Signature..... Date.....

**Please send this completed form to:
The Admissions Office, Lantern of Knowledge Boys Secondary School,
30-36 Lindley Road, London E10 6QT
Tel: 02085395183**

LOK SCHOOL NATIONAL CURRICULUM EXAMS AND ASSESSMENTS - NO FAILURE POLICY

We want all our students in all years at all abilities to progress rapidly and achieve the highest progress possible in all subjects. In order to monitor how you are progressing you will be formally assessed in the form of a written exam by each of your subject teachers at least once every half term. You will not be allowed to fail any of your exams and must keep up with expected progress leading to the achievement of your end of year target which is noted at the back of each of your subject exercise book.

Therefore you must always pay attention in every class at all times and focus on your class work to achieve a rate of learning that will meet the target you have been set by the end of the year. To help you in your personal effort to learn you will be given assistance by your subject teacher prior to all exams as follows:-

1. A revision guide for the topics to be covered.
2. Adequate revision time.
3. A mock test prior to an exam.
4. Opportunity to meet your subject teachers at break times and after school (where possible) to ask questions and receive help.

If you fail your half term exam even after this help:-

1. You will be told which topics and questions you failed in.
2. Your teacher will contact your parents to meet with them.
3. You will be given one week to revise further on those topics and questions.
4. You will have to attend evening supplementary class (where organised) during the revision week.
5. You will have to re-sit the exam.

If you fail persistently even after this help then LOK school will review whether you should be given a place at the school in the next academic year, or if you are in your GCSE years, to withdraw you from this school immediately.

HEAD TEACHER

LOK SCHOOL NATIONAL CURRICULUM LEVELS OF ACHIEVEMENT REQUIRED

Below are the minimum levels of achievement required for National Curriculum subjects for each Year Group for the twice yearly internal/external exams held at LOK school. If students do not achieve these minimum results in exams they may be taken off roll.

AGE	YEAR/CLASS	SATs	National Level Required (ENGLAND)	LOK Level	LOK Level (Arabic)	Equivalent Mark
11	7 (DECEMBER)	KEY STAGE 3	Level 4	4a	1B	50%
11	7 (APRIL)			5c	2C	50%
12	8 (DECEMBER)			5b	2B	50%
12	8 (APRIL)			5a	3C	50%
13	9 (DECEMBER)			6c	3A	50%
13	9 (APRIL)		Level 5	6b	3A	50%
14	10 (DECEMBER)	1ST YEAR GCSE (KEY STAGE 4)		D	E	50%
14	10 (APRIL)			C	D	50%
15	11 (DECEMBER)	FINAL YEAR GCSE		C	D	50%
15	11 (MAY/JUNE)		Grade C	B	C	50%

To : **ALL PARENTS**

Dear Parents,

A.A.W.W.

Re : BEST PRACTICES

The purpose of writing this letter to you is to communicate as clearly as possible how this school and you as parents (legal guardians) can co-ordinate our approach to your child to ensure the best possible Tarbiyyah (Islamic development) of your child. This is after all why this school exists and why you as parents have chosen to send your child to this school.

The school is run by a WAQF/Islamic Charity and 'not for profit' organisation which was set up with the main aim to safeguard our Deen. The purchase of the school buildings was made possible by loans (Karze Hassanah) provided by the local and wider Islamic community and to this day we rely on donations from the same to meet the costs of the school. The school fees paid by parents do not fully cover the costs of running the school let alone help pay off its loans. The school fees are deliberately kept low to ensure as many parents as possible have equal access to the benefit of an Islamic educational establishment for their child. The school's running costs are higher than a normal Muslim school simply because we provide an additional 2 hours of Islamic education daily. Therefore it is requested that all parents make Duaa and supplication to Allah (SWA) for the great benefit we have received from the wider Muslim community which was so vital in providing your child with Islamic education.

Despite the school fees and donations the school struggles to meet its costs and has in fact increased its loans to manage our ongoing resource needs. The school continues to need additional financial resources to meet natural growth and the need for equipment such as a science lab. Therefore it is even more important now that the school runs as efficiently as possible. To achieve this efficiency we need parents to co-operate fully with the school's aims and objectives and its running methods and procedures.

Firstly to develop the correct Islamic Tarbiyyah of our children will of course mean seeking the correct Islamic Tarbiyyah of ourselves first as there is no such thing in Islam as "do as I say and not as I do". The basic essentials of this are to perform 5 times daily salat with Jamat, reading the Quran daily, reading/listening to Hadith (Taleem), love for the Messenger of Allah (PBUH) by following his example including in the way we dress and look, avoiding wasting our time on the likes of the TV and Internet etc. If we follow these actions ourselves and set the correct environment at home then it should Inshallah be easy for our children to develop the same characteristics. If we as parents do not strive to improve ourselves then this will be noticed by our children and our talk and desire for Islam will have little effect on them. Even the fees we are paying for Islamic education will have little effect as real Tarbiyyah is ordained from above by the Almighty who is fully aware of our internal as well as our external dispositions.

Secondly, we need all parents to adhere to the school's daily rules some of which are as follows....

1. Provide all the correct paperwork on enrolment at the school including application form, Key Stage 2 SATS results, passport or birth certificate.
2. Please keep us up to date with your latest address, telephone numbers etc. to ensure the school can easily and promptly contact you when the need arises.
3. Telephone the school by 9.00am to leave a message about your child being absent or being delayed for instance due to illness or traffic problems.
4. Ensure your child arrives on time in the mornings.
5. Do not send your child in with excessive amounts of money, mobile phone, mp3's etc. Do not ask the school for the return of confiscated items.
6. Ensure shoes, clothing (including a topi/hat) and appearance is according to the school rules and the Sunnah of the messenger of Allah (PBUH), especially with respect to the hair, beard and nails. The Sunnah clothing should not be discarded outside of school hours but should be a lifestyle choice. Ensure trousers and juba are not below ankle length.

7. Ensure clothing is washed and ironed regularly and any tares are repaired.
8. Ensure your child takes a bath regularly and is perfumed.
9. Ensure your child eats a good breakfast in the mornings as their performance and behaviour is affected if they did not have a good breakfast or has missed breakfast altogether.
10. Provide a nutritious lunch for your child including a fruit and without any sweets, chocolate, chewing gum and fizzy drinks. Please do not 'drop-off; lunch at the school afterwards as this causes us extra administration.
11. Ensure they bring in the right equipment for their lessons, including a scientific calculator, maths geometry set, pen, pencil, eraser and ruler. No correction fluids are allowed.
12. Check their homework is completed on time and in good quality.
13. Check their diary daily or at least twice a week for comments from teachers and detentions to be given and sign the diary to confirm you have read the comments.
14. At home listen to the recitation of the Quran by your child, check his Islamic knowledge, talk to him about the importance of Deen and education, take him to the Masjid for salat and check the quality of his salat. Make long Duaas for your child regularly.
15. Attend all parent days, annual Jalsa and other events organised for parents.
16. Make prior appointments to see the staff at the school. Please do not just turn up.
17. Treat the neighbours of the school with courtesy and respect if you encounter them, even if they are rude to you. Please do not make noise outside the school or block the pavement if you come to collect your child at home time. If your child is late coming out of school do not get angry and speak harshly to the school's staff but wait patiently.
18. If you arrive at the school by car drop off your child on another road other than Lindley Road. If you are parking your car then please park on another road other than Lindley Road. These actions will smooth traffic flow on Lindley Road and will show high Islamic morals to the neighbours of the school.
19. Discipline the child at home if the school informs you of any misbehaviours. Check the child's explanation of incidents at the school with the school before accepting their word.
20. Ensure holidays are spent under the same disciplines as term times (Salat, Quran, homework etc).
21. We have direct experience that suggests that when one of the parents is away from home for long periods (e.g. frequent business trips) their child's behaviour and performance deteriorates. Please bare this in mind before you undertake such journeys.
22. Likewise we find if parents do not spend sufficient time with their children (because both parents work long hours) then their children are deprived of the correct supervision at home due to work timings or tiredness of the parents or due to the remaining time being spent on their home chores. This results in adverse behaviour being noticed in their child by the school and on many occasions in the past our parents themselves have been surprised by the behaviour of their own child. Please consider carefully if both parents really do need to work or can the basic needs of life be met by one parent working while freeing the other to focus on the child?
23. Pay school fees/re-registration fees on time. Pay for school trips, other costs and any lost books promptly. When we have to chase for fees that are not paid on time we will charge £5 per call/letter to cover our administration costs.
24. Do not book holidays within school time without prior consultation with the school. All unauthorised absence will mean the student being taken off role. A new enrolment application will need to be submitted if wishing to return to school – see Admission Policy.
25. Actively publicise the good of the school and raise funds for it and make Duaa for it. Suppress the communication of its faults. Raise concerns about the school directly with the school's management and not spread rumours amongst other parents.

We strongly believe that if parents co-operate with the school by following our advise above then the first benefit we would see is that the child would develop and grow with the correct Islamic discipline and would become the 'coolness of the eyes' of their parents and the second benefit would be to keep the school fees down as low as possible. Hence we cannot over emphasise the importance of the advice above to you and we hope that you will try to follow it as closely as possible.

Also attached to this letter for your information are the schools Merit and Misbehaviour policy and Key School Dates and Holidays.

Jazzakallah Hukhair for your co-operation in this very important matter.

Wassalam,

Molana Irfan Sidyot
Head Teacher

PLEASE COULD YOU SIGN, DETACH AND SEND THE SLIP BELOW BACK TO THE SCHOOL.

I the parent/guardian of (STUDENT'S NAME) agree to follow the above advice to the best of my ability.

SIGNED.....[parent]

FULL NAME.....[parent]

DATE.....

Dear Parents,

A.A.W.W.

Re : Valuables

We hope that this letter reaches you in an increasing state of Eeman and Aamal – Aameen.

The purpose of this letter is to remind parents on the issue of their children bringing in valuables to school. When valuables are brought into school then this becomes a distraction from the school's educational and tarbiyya activities, and worse, a temptation to steel on impressionable young minds.

EXAMPLES OF ITEMS NOT ALLOWED AT SCHOOL:-

- Mobile Phones of all types
- Expensive watches
- MP3 players (excluding simple USB sticks which are allowed)
- Handheld Computers
- Computer Games
- Money which is MORE than £5.

Mobile phones are one of the most problematic items. Some children store illegal and offensive items on mobile phones and they swap these with other children. This then is a counter against the good Islamic behaviour we try to convey at this school. Simple mobile phone types remain a temptation to steel and encourages others to bring in their mobiles too.

Therefore in the interest of the entire school and all our children's tarbiyyah we request kindly and firmly that please on no account give your children the above such items to bring with them to school whether they bring it in school openly or hidden in their bags. Children should also not use the school to buy and sell personal items between themselves. We will be introducing random checks and searches as a matter of routine within the school and any items found which are contrary to our policy will be confiscated on a permanent basis. Other sanctions may apply (see School Prospectus).

Valuable items cannot be left at the school office as occasionally the school office will be closed and therefore items cannot be returned to the child at a time when they may be needed by the child.

Please can all parents adhere to this policy and ensure that they check what their child brings into school in the mornings.

Jazzakallahu Khair for your understanding and co-operation.

ADMINISTRATION



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LANTERN OF KNOWLEDGE SCHOOL, 30-36 LINDLEY ROAD, LONDON E10 6QT TEL: 02085395183

To : ALL LOK SCHOOL PARENTS

A.A.W.W.

Re : **ATTENDANCE & PUNCTUALITY**

We pray IA that this letter reaches you in a state of increasing Eeman, Aamal and Aafiyya – Aameen!

As you know the Government and the school inspectorate (OFSTED) take the issue of full attendance and punctuality seriously and all school are monitored on the level of absences. Hence we are writing to all LOK School parents to restate the critical need for full attendance and punctuality of all our students to the school. All students must be on time to school every day without fail, in the assembly hall with their books and stationery by 8.15am. Any lateness thereafter will mean a misbehaviour tick followed by detention, being placed on report, suspension and finally permanent exclusion from our school. Please see our merit and misbehaviour policy sent to you previously which explains the school rules clearly.

Days off from school or holidays during term time is strictly forbidden. Any child who is absent without authorisation including not returning on the first day back from a school holiday will be taken off our school roll immediately. Holidays during the school term are given only for compassionate reasons or medical emergencies and where parents are attending their first/compulsory Hajj and they cannot make arrangements for their child to be looked after by a relative.

Where your child is genuinely sick, parents must call the school by 9am and state the illness. If the school telephone is not answered please leave a message on our voicemail stating the illness. Continuous illness of 3 school days or more will require a medical certificate from your GP to be provided. Failure to provide this certificate will mean we will treat such an absence as unauthorised and will be treated as above.

In addition to our specific rules above any students whose attendance falls below 95% will be taken off role unless their absence can be fully explained and evidenced as genuine and in line with the school rules.

WASSALAM,
ADMINISTRATION