

Enrolment Form

We do not only educate but
We also care about your child.



نحن لا نعلم فقط ... بل نعتني بأولادكم
ونساهم في تربيتهم أيضا

First Name:	Surname:	Enrolment Date: / / 20		
الأسم الكامل: (باللغة العربية)		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of Birth:	Class:
Address:		Phone Number:		Additional Phone:
		Email:		
Ethnic Group:		First Language:		
Emergency Contact One (Other than parents):		Emergency Contact Two (Other than parents):		
Name:		Name:		
Phone Number:		Phone Number:		
(Parents/Guardians - Only if they live in different addresses)				
First		Second		
Name:		Name:		
Address:		Address:		
Phone Number:		Phone Number:		
(Medical & Educational Information)				
General Practice Details:		English School Name:		
Name:				
Address:				
Phone:				
Please indicate if the student has any of the following or other medical conditions				
<input type="checkbox"/> Eyesight	<input type="checkbox"/> Hearing	<input type="checkbox"/> Speech	<input type="checkbox"/> Allergies	
Please Specify Details:				
How to leave school: <input type="checkbox"/> By themselves <input type="checkbox"/> By parents <input type="checkbox"/> By authorized person/s				
Please provide names:				
How did you hear about the school?				
<input type="checkbox"/> Internet	<input type="checkbox"/> Social Media	<input type="checkbox"/> Friends/Family	<input type="checkbox"/> Others	

Terms and Conditions

Babylon Academy is your local community school with a dedicated staff that aims to provide high standard education in a comfortable and enjoyable environment. Please read through the following information about our enrolment procedure and teaching program:

1. Our aim is to maintain a safe and purposeful atmosphere for everyone regardless of their, religion or ethnicity according to the Equality Act 2010.
2. Students who have some knowledge of Arabic language may be required to take a simple diagnosis assessment to assess their knowledge and abilities that are helpful in allocating them to the most appropriate class. It covers all core skills of Arabic language (i.e. reading, writing, speaking and basics of grammar).
3. Our tuition fees are **£490** per child, with a discount of **£20** for each additional child (i. e. **£470** for each additional child) for the whole year (September to June) including the cost of all curriculum books and stationery. This discount is conditional to the children are siblings (proof of ID may be required).
4. To help families manage their payment the amounts above can be paid in 2 instalments, (**£300 for each child is payable on the enrolment day and the rest must be paid before the end of December**). This is to secure your child's place for the following term. Failure to pay the second instalment on time on time, the student will not be included in the class register and the teacher will not be able to allow him/her to the class without a written permission from the school office.
5. All students are expected to attend all classes regularly for their maximum learning progress unless there is an emergency, in which case the school should be notified in advance either by email or SMS sent to the school mobile number, to register the student as absent with permission (this must be **before 10 am** on the school day).
6. For the syllabus and curriculum requirements, students are required to participate actively in their classes and always carry out any homework tasks provided via school website to do on their homework books.
7. We expect and highly appreciate all parent's co-operation with our teachers by encouraging their children to fulfil their work continuously and follow them regularly as we share the same aims for our students to attain their goals efficiently and successfully.
8. We prepare and plan for our teaching programs in advance, however in some cases that are out of our control, like severe weather, pandemics etc, we reserve the right to reschedule or cancel any school days. In such cases, parents shall be informed in writing.
9. There will be breaks according to some state holidays and occasions, half-terms as well as the main Islamic religious occasions which are shown in our school calendar that is shown on the school website www.babylonacademy.org. For any unlikely changes, parents/guardians shall be informed.
10. All parents are welcomed to visit our school at any time during school Sundays between 10 am and 2 pm. Also, information can be given by phone or preferably by email (contact@babylonacademy.org) at any time of the week by our administration department or by visiting our school website shown above.
11. All students are required to attend school about 10 minutes before their first lesson starts and they should be collected by the parents at a 2 pm with no delay unless there is a serious reason in which case, they are expected to inform our office. However, it should be remembered that the school site must be fully evacuated before 3 pm.
12. For parents who are willing to permit their children to walk home by themselves, a written and signed permission is required from them to take the responsibility for their children safety and security.
13. Bullying, abusive language or aggressive behaviour (including verbal abuse) will not be tolerated, and the school reserves the right to expel any student from school in case our developed behaviour conduct did not lead to a resolution. In such a case, no refund will be made for any losses or paid fees. Also due to our school beforehand financial commitments, **no refund of any paid fees can be offered** at any time after enrolment for any reasons.
14. We might picture some of our school events and activities that might be used later to promote our school activities or published on our website or school pages on social media platforms. If you have any concerns about this and prefer your child not to be pictured, please inform us by writing.
15. To avoid any inconvenience, students are advised not to bring any jewellery or valuable things to the school. The school shall not take any responsibility for any damage or loss to those items.

I confirm that I have read and accept all above terms and conditions.

Parents/Guardians Name:

Signature:

Date: / / 20