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## **Admissions Policy and Procedure**

### **School's Mission Statement**

**'To provide learners of Quran with a sound environment with love and compassion and to inculcate total discipline in the manner in which they deal with matters relating to Quran. To guide our learners towards becoming beacons of light by having utmost respect and to portray good character in the footsteps of our beloved Nabi Muhammad SAWS and to instill utmost love for the Quran and the Sunnah and protect the integrity of the family and companions of our most beloved Rasulullah (SAW).'**

### **Preamble**

Applications for admission to Halawat Ul Quran (HUQ) must be made to the Principal by the parent(s)/ guardian(s) of the learner. The Principal shall admit any learner provided he is satisfied that the learner meets the admission criteria below, that, in general terms the appropriate standard of attainment has been met, and that the learner will be amenable to the institute discipline as applied at HUQ and displays level of behavior and self- discipline such that s/he is likely to help create, maintain and enhance rather than disrupt an orderly and disciplined institute environment, the teaching process of the institute, or the learning of other learners. HUQ aims to provide an environment where race, culture, religion and economic standing are not an impediment to the access of, or progress, in any aspect of the institute life. HUQ is a Hifth institute for all children and does not restrict admission to only Muslim children.

Applicants must accept that Islam, based on the Quran and Sunnah, is the main guidance for policies, rules, education and behavior.

#### **2. STAGE 1: APPLICATION**

All applicant and their parent(s)/ guardian(s) must consult the Institute's Code of Conduct with special note to the following:

- Institute Uniform requirements
- Deviation from the institute's uniform requirements
- Policy in relation to bullying
- Social media and cellphone policies

- Information in respect to Financial Assistance
- Attendance policy
- Disciplinary measures
- Participate in extramural activities

**The following criteria apply for admission:**

- The precise application for admission criteria shall remain within the discretion of the Board of Governance of HUQ.
- The age criteria for admission to the Hifth institutes are as follows:
  - Age 9 till 16 and/or grade 4 till grade 9.
  - A special Hifth programme is available for Grade 10 -12 and / or age 17 till 19 learners.

The following documentation must accompany the application form:

- Copy of learners birth certificate or ID document
- Copy of learners latest report or Academic progress
- Copy of learners vaccination records
- Copy of learners Residence/ Study Permit, if foreign
- Copy of Parents'/ Legal Guardian's ID document
- Signed Fees Commitment Form
- Two recent ID color photos of the learner
- Application Fee
- Residential addresses should be that of either a parent or a legal guardian, and documentation to prove legal guardianship needs to be provided. The learner should permanently reside at that address.

- A. A person who wishes to attend HUQ for the first time at the beginning of any given school year must apply at HUQ.
- B. In the event that the application is successful, the parent needs to sign the Code of Conduct and then ensure that the learner:
- Reads and understands the Code of Conduct and the institute rules and abides by it
  - Upholds and promotes the ethos of the institute
  - Follow all prescriptions and instructions.

In considering applications, a potential learner will in the first instance be expected to:

- Convince the institute that s/he is able to cope academically with the specific pressures and unique demands of the institute.
- Want to be educated in an Islamic school environment, be supportive of the Ethos of the school and be willing to contribute in the critical areas of the school life, i.e. academically as well as in sport, culture, societies and/ or service.