

# SATURDAY SCHOOL ADMISSIONS APPLICATION



**Palmers Green Mosque**  
MUSLIM COMMUNITY & EDUCATION CENTRE

For any queries regarding this form or progress of your application please email: [schooladmin@mcec.org.uk](mailto:schooladmin@mcec.org.uk)

Please return this completed form to ground floor office or email a completed form to the above address. In return, you will be issued with a confirmation email.

Please kindly complete this form for children aged 5 years old and above.  
Forms submitted for children under 5 years old will NOT be accepted.

Child's Details	FORENAME		SURNAME	
	ADDRESS			POST CODE
DATE OF BIRTH		ETHNIC ORIGIN		GENDER (M/F)
LANGUAGES SPOKEN		NAMES OF SIBLINGS ATTENDING		
ANY ILLNESS, ALLERGIES, REGULAR MEDICATION?				
ANY SPECIAL NEEDS?				

Parent or Guardian Details	PARENT/GUARDIAN ONE		NAME	RELATIONSHIP TO CHILD	
			CONTACT NO	EMAIL (Essential as this is our primary communication mechanism)	
			ADDRESS (If different to Child's)		
	PARENT/GUARDIAN TWO		NAME	RELATIONSHIP TO CHILD	
			CONTACT NO	EMAIL (Essential as this is our primary communication mechanism)	
			ADDRESS (If different to Child's)		

Emergency Contact	NAME		RELATIONSHIP TO CHILD
	CONTACT NO.		

## Costs

MCEC is a non-profit making Charitable Incorporated Organisation (Reg No 1156440) however we're required to charge for the running and maintenance of the centre and for the resources used in our classes.

- £350 per year per child; payable in advance; received as a donation to MCEC.
- Replacement books and other equipment will need to be purchased at extra cost.
- Families who wish to contribute further donations than prescribed are encouraged to do so as an investment in education.

## Agreement

- I, the undersigned, parent/guardian of the above child, hereby agree to abide by the code of conduct, rules and regulations of the School and Centre, as detailed at [www.mcec.org.uk](http://www.mcec.org.uk). A hard copy is available for reference only at the school office.
- I agree to take responsibility for any damage that may be caused, accidentally or otherwise, to any MCEC property by the above child.
- I hereby give consent to my child being included on any activities arranged by MCEC and indemnify MCEC and its authorised agents against any claim that may arise.
- I hereby indemnify MCEC against any loss of personal property or injuries during the above child's attendance at and waive any claims against MCEC.
- I agree to the programme of education delivered by MCEC.
- I understand that all absences must be authorised and attendance must be 75% or more, after which my child may be withdrawn
- I understand that the information I have provided will be stored by MCEC and used for school-related purposes only
- I understand I have the right to see the information held about my child and may be able to request it be deleted

PRINT NAME		SIGNATURE		30 Oakthorpe Road Palmers Green London N13 5JL Registered Charity: 1156440		Tel/Fax: 020 8920 3990 Email: <a href="mailto:enquiries@mcec.org.uk">enquiries@mcec.org.uk</a> Website: <a href="http://www.mcec.org.uk">www.mcec.org.uk</a> Facebook: <a href="https://www.facebook.com/mceclondon">mceclondon</a> Twitter: <a href="https://twitter.com/mceclondon">@mceclondon</a>	
DATE							

OFFICE USE	DATE OF RECEIPT	RECEIPT REF. / RECIEVED BY	NOTES