Enrolment Policy & Procedure 2025/2026

ENROLMENT CRITERIA (Please Read)

The academic year will run from September 2025 to July 2026.

EXISTING STUDENTS

Must complete the enrolment process including payment of full fees or the enrolment fees by **23rd August 2025** at the latest.

If both, the enrolment form and full payment of the enrolment fees is not made by the deadline date, the students place at the Saturday will be forfeited and they will be placed on a waiting list.

NEW STUDENTS

Must submit an online application to the Workshop by **23rd August 2025**.

- ***WAITING LIST:***

Due to limited staffing resources, class sizes are capped. As a result, **the workshop cannot guarantee a place for your child**, and they may be placed on our waiting list. **Priority will be given to students residing in Leicester and Leicestershire.** The workshop is currently operating at maximum capacity.

- ***IMPORTANT FOR NEW STUDENTS:***

New Students – Classes P, 1, 2 & 3 (Infants) and Classes 4–11 (Juniors/Seniors)
Please submit a new enrolment form for your child. Applications will be reviewed, and successful applicants will be invited—along with their parents—to meet the workshop team. Attendance at this meeting is mandatory for both parent and child.

For senior classes, students will only be accepted if they have previously studied the Tarbiyah syllabus at another Madrasah.

Following the meeting, parents will be informed via email if their child has been enrolled or placed on the waiting list. If enrolled, fees will be payable at that time via Stripe, and an invoice will be sent by email.

- ***QUR'AN REQUIREMENT FOR ALL NEW STUDENTS:***

From 2025/2026, new students must provide evidence of attending Qur'an learning outside the workshop. Each class is taught at a set level, so this will help ensure children can join seamlessly without concerns.

- ***NEW STUDENT START DATE- OCTOBER 2025:***

ANY NEW STUDENTS ENROLLED INTO THE WORKSHOP WILL NOT COMMENCE STARTING AT THE WORKSHOP UNTIL OCTOBER 2025. WE WILL SEND YOU FURTHER INFORMATION REGARDING THIS.

FEES 2025/2026

The fees for the Academic Year 2025/2026 are: **£150.00 per child**.
Any existing students with standing orders, parents will need to cancel these.

FEES SCHEDULE FOR 2025/2026:
Please note the fees are payable even if the child is absent.

The total amount of fees per child is £150.00 per year.
Enrolment fees: £75.00 (Payment through Stripe at Enrolment)
Workshop fees for the year £75.00 (Payment through Stripe at Enrolment or in instalments by 26th April 2026)

If £75.00 Enrolment Fees and any unpaid 2024/25 fees are not settled at ENROLMENT, then the child's place for 2025/2026 at Sharikatul Hussain Saturday Workshop will NOT BE GUARANTEED.

Unpaid 2024/25 Fees: If full fees for Academic Year 2024/25 (Sept-Jul) have not been settled then we will not be able to accept re-enrolment applications for students where these are outstanding. Please contact us to discuss this matter via email.

Fee Queries: If you have any queries regarding our fees or wish to discuss fees in confidence with us, please let us know via email or speaking to anyone in the management team.

Our bank account name has changed from Sharikatul Hussain Saturday Workshop to The Sun Behind the Cloud because the Saturday Workshop is now a Charity.

PLEASE MAKE ALL YOUR PAYMENTS VIA STRIPE.

PARENT VOLUNTEERING:
Parents/Guardians of infants' students must volunteer at the workshop by helping and assisting the class teachers, you will be contacted by the class teacher to arrange this when assistance is required. If no assistance has been offered this may result in class closures/students not being enrolled in future years.

STUDENT ATTENDANCE AND PENALTIES:
All students will need to achieve an attendance of 80% or more to continue at the workshop in the next academic year. Please refer to Attendance Policy 2025/2026 for further information.

In order to maintain a high attendance the workshop is introducing penalties. If the students attendance drops below 80% at the end of each term then a £50 fine will be imposed.

NEW CHANGE FOR CLASS 12 (MIXED BOYS & GIRLS HED/TARBIYAH CLASSES)
Leavers of Class 11 2024/2025 will move onto Class 12, and they must complete two terms (Sep–Dec and Jan–Mar) to graduate. This includes:

- 1 lesson of HED learning (10:45–11:30am)
- 1 lesson of Tarbiyah (11:50am–12:30pm)

They will also be required to assist in main or support classes for the rest of the workshop day and will be allocated a class to work with.

Failure to comply or causing disruption will result in removal from the programme. Students may opt for exam leave after Term 2, otherwise they may continue. No fees are required. Attendance will be recorded, and a minimum of 80% is needed to graduate.

NEW CHANGE FOR CLASS 11 (MIXED BOYS & GIRLS HED CLASS ONLY)

New 2025/2026 Class 11 students will complete two terms of learning (Sep–Dec and Jan–Mar), and will be joining class 12 for mixed HED lessons:

- 1st lesson- Tarbiyah (10:00am–10:45am)
- 2nd lesson- HED learning (10:45–11:30am)
- 3rd lesson- Qur'an (11:50am–12:30pm)
- 4th lesson- Fiqh (12:30pm-13:00pm)
- Ending with Salaah (13:00pm-13:30pm)

Students may opt for exam leave (for mainstream school/GCSE exams) for Term 3 (Apr–Jul), otherwise they may continue.

Students will then be required to return the following year for two terms to complete Class 12 – HED learning (as above) in order to graduate from the workshop.

Fees will only apply for Class 11 and will not be charged for Class 12.

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EXISTING STUDENTS- RE-ENROLLMENT PROCEDURE

Enrolment for these students for the 2025/2026 academic year (September 2025 to July 2026) will commence on **9th August 2025 and end on 23rd August 2025**.

IF YOU HAVE LOST OR NOT RECEIVED YOUR LOGIN DETAILS FOR THE STUDENTS PORTAL PLEASE EMAIL admin@sharikatul-hussain.org

RE-ENROLLING CURRENT STUDENTS

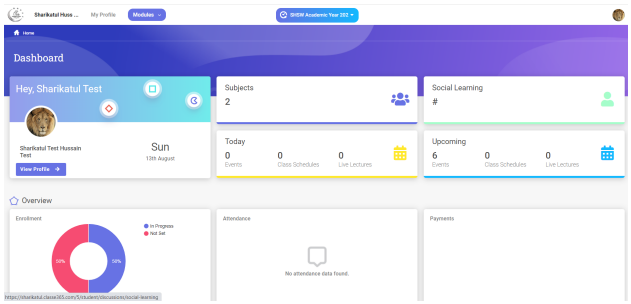
We will be using the STUDENTS PORTAL for all re-enrolments, you should have received these log-in details for your child/ren. If you have forgotten the details, please select 'Forgot username/password?' and follow the steps. Alternatively, you can contact us as above.

1. Go to the ONLINE PORTAL: https://sharikatul.classe365.com/

   Click on **SIGN IN AS STUDENTS** and enter the login and password emailed for each of your child/ren.

   If you have forgotten the details, please select 'Forgot username/password?' and follow the steps.

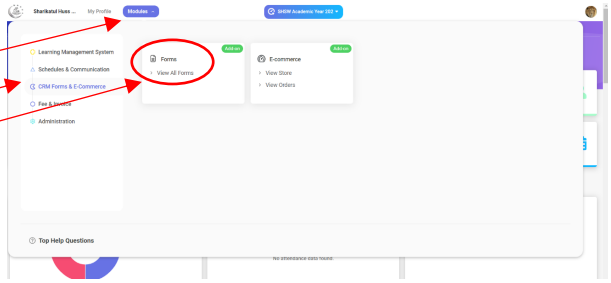
2. You will see a similar screen as:



TO RE-ENROLL YOU WILL NEED TO COMPLETE A RE-ENROLMENT FORM AND MAKE A PAYMENT AS BELOW:

3. To access the Re-Enrolment form:

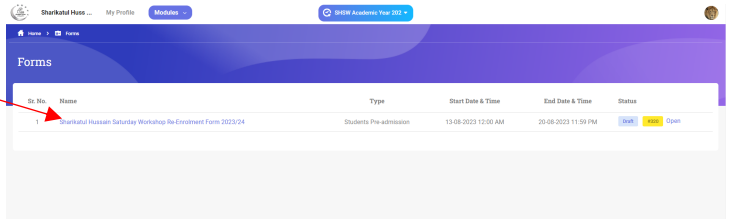
   Click on MODULES at the top
   Click on CRM FORMS & E-COMMERCE
   Click on VIEW ALL FORMS



Sharikatul Hussain Saturday Workshop
Academic Year 2025/2026

4. You will see this screen:

   Click on Sharikatul Hussain Saturday Workshop **Re-Enrolment Form 2025/2026**

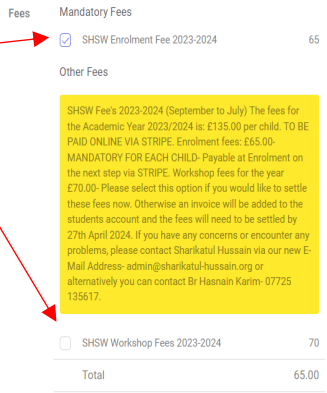


5. Complete the personal information and consents on the form.

THEN PROCEED TO MAKE A PAYMENT:

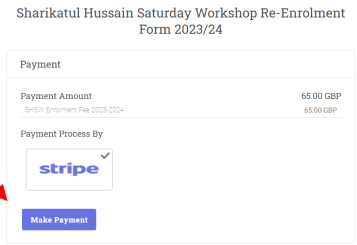
6. You will see this screen. £75.00 is mandatory Enrolment fees (already selected). If you wish to pay the workshop fees of £75.00, please check this box- the total will then total to £150.00.

   (Otherwise an invoice will be added to the students account and the fees will need to be settled by 26th April 2026.)

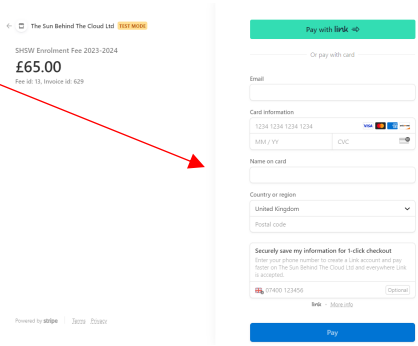


7. Then click on submit after consenting.

8. Please complete payment through **STRIPE** by clicking Make Payment



9. This will take you to the following screen to enter your card details.



10. If you have more than one child, you will need to complete this process again. Otherwise, you shall receive email notification once your child/ren have been enrolled into the workshop.

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PLEASE MAKE ALL YOUR PAYMENTS VIA STRIPE.

NEW STUDENTS- ENROLMENT PROCEDURE

Please complete the Sharikatul Hussain Saturday Workshop NEW STUDENT Enrolment Form 2025/26:

https://sharikatul.classe365.com/form/view/newstudentenrolment2025-26

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PLEASE DO NOT MAKE ANY PAYMENTS UNTIL YOU ARE AWARE YOUR CHILD HAS SECURED A PLACE.

In all cases of new student enrolments, students will be placed in the same class they are in at their mainstream school.