

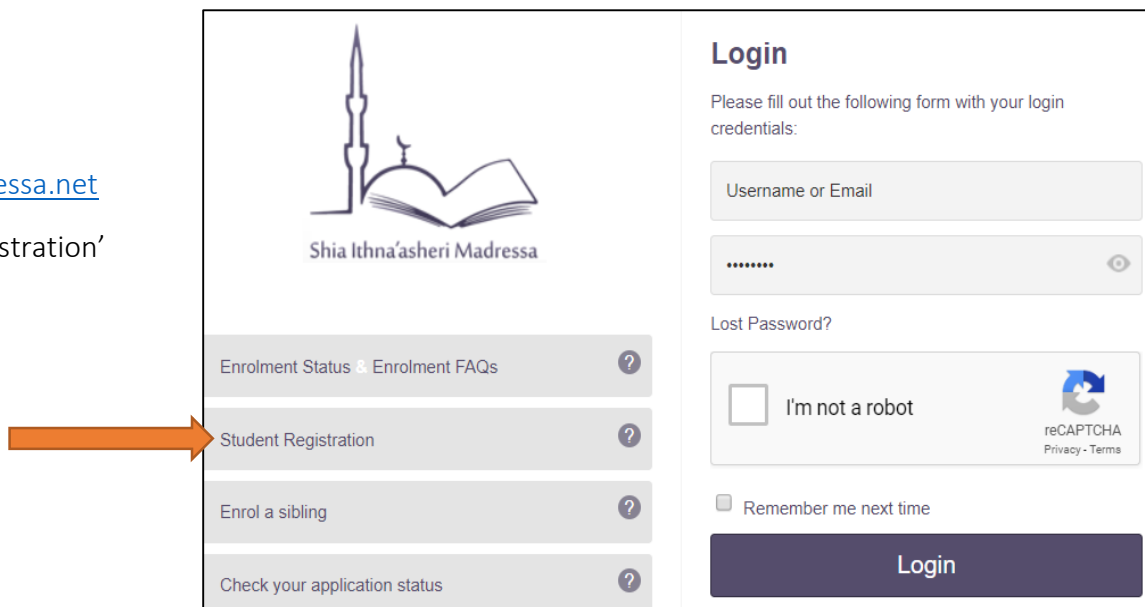
Enrolment 2021/2022 - New Students

Parent who wants to enrol a child and does **not** have any children already enrolled in Madressa **or** on the waiting list

Register

Go to <http://sis.madressa.net>

Click on 'Student Registration'

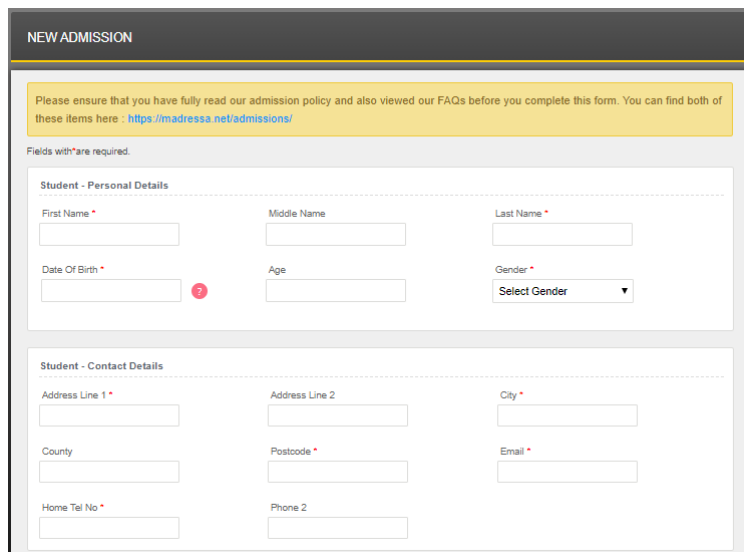


The screenshot shows the website interface. On the left, a sidebar contains links: 'Enrolment Status', 'Enrolment FAQs', 'Student Registration' (highlighted with an orange arrow), 'Enrol a sibling', and 'Check your application status'. On the right, the 'Login' section is visible, featuring fields for 'Username or Email' and a password field, a 'Lost Password?' link, a reCAPTCHA 'I'm not a robot' checkbox, a 'Remember me next time' checkbox, and a 'Login' button.

Application Form

You will be redirected to an application form to complete.

Please ensure you take the time to complete the form correctly. All fields marked with an * (asterisk) **must be completed**.



The screenshot shows the 'NEW ADMISSION' form. It includes a yellow warning box at the top stating: 'Please ensure that you have fully read our admission policy and also viewed our FAQs before you complete this form. You can find both of these items here : <https://madressa.net/admissions/>'. Below this, a note says 'Fields with * are required.' The form is divided into two main sections: 'Student - Personal Details' and 'Student - Contact Details'. The 'Personal Details' section contains fields for First Name *, Middle Name, Last Name *, Date Of Birth *, Age, and Gender * (with a dropdown menu). The 'Contact Details' section contains fields for Address Line 1 *, Address Line 2, City *, County, Postcode *, Email *, Home Tel No *, and Phone 2.



Student Email Address:

This will auto-populate with student's First Name and Surname '@madressa.net'. (As shown in the box on the right). Please note that this **does not** actually create an e-mail address.

Email *

If no email exists please use the suggested email.
Email is required for system validation purposes

Suggestion:
FirstnameSurname@madressa.net

KSIMC Membership Number:

If you are registered with KSIMC and need to obtain your membership number, please email admin@hujjat.org or call them at (0)20 8954 6247. If you are not a member or your membership has lapsed, enter '0000' in the field. **Please note**, by not providing this information it could affect whether your child is provided a place at the Madressa.

Madressa Photo & Video Policy Consent:

For this section, please read the details thoroughly. Select either 'Yes' or 'No' for the questions presented. This information will be stored in our database and referred to when we take photos and/or video, and showcase them either on our website or in publications for the duration that your child is at the Madressa.

Policy Agreement:

Here you will find links to the attendance and admission policies and our privacy notice. When you register your child, you are agreeing to these policies as well as all other policies outlined on our website at www.madressa.net

Photo Upload:

Please ensure it is within a limit of **10MB** and in one of the **three accepted formats (.jpg, .gif, .png)**



Upon completion of the application you will see the following notification.

You will receive an email if your application was submitted successfully as well as an SMS.

In the email you receive, **please review the application you have submitted and notify us immediately of any errors.**

You can check the status of the application using the login method outlined at the start of this guide.

APPLICATION SUBMISSION

You have now submitted your application

[Add Another Child](#)

Your application form has been submitted to S I Madressa for review.

Your application number is 3380

Please make note of this information as it is needed for all communications with S I Madressa regarding this application.

A message with the application summary, application number and password has been sent to the registered e-mails and also via SMS.

Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application being deleted from our system.

If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go [here](#) and use the appropriate link in our menu.

If you have other children who attend the Madressa, you can login to your parent portal and navigate to the check status tab see the application status.

If you wish to **add another child** click on 'Add Another Child' or if you want to do this at a later date, you can use your **Application ID** and **password** to login (refer to the guide for enrolling a sibling with a child on our waiting list) to submit a further application.

Once the administration has reviewed your application, **if accepted**, you will receive an email stating your permanent username and password for the parent portal and **you will have seven days from this point to pay for your child's Madressa fees for the forthcoming academic year.** On acceptance, please follow the instructions below to pay fees.



Paying Fees

Login to the [Parent Portal](#).

Click 'Fees' on the left side menu.

You will see a list of your children (like the image on the right)

Click 'Pay Fees'

You will be guided through various. Please ensure the details you have previously completed **are correct and up to date**.

| Select Student to Pay Fees | | | | |
|----------------------------|--------------------|-------------------|---------------------|---|
| | | | | Donation History |
| | Course : [blurred] | Class : [blurred] | Admission No : 4125 | Pay Fees Fees History |
| | Course : [blurred] | Class : [blurred] | Admission No : 3351 | Pay Fees Fees History |
| | Course : [blurred] | Class : [blurred] | Admission No : 3352 | Pay Fees Fees History |
| | Course : [blurred] | Class : [blurred] | Admission No : 3353 | Pay Fees Fees History |

Donations

Please consider making a charity donation to the Madressa to help provide the best possible Islamic Education to our children. [You can make a difference by donating any amount to help us.](#)

If you wish to make a donation, please enter the amount and click 'Add to Cart'.

This will open an external PayPal page where you can follow the steps to complete your payment.

Note: If you are paying your child(ren)'s fees in full, you may wait until all payments are added to cart. If you paying via direct debit, please complete the donation payment before proceeding.

STUDENT DETAILS IMAGE PARENT DETAILS PHOTO & VIDEO POLICY **DONATE** FEES

Donate

Please consider making a charity donation to the Madressa to help provide the best possible Islamic Education to our children :

Gift Aid Declaration

I would like SI Madressa to reclaim the tax I have paid on this donation, any donation I have made in the previous four years , and any donations I may make in the future. ☐

You must be a UK taxpayer. If you pay less Income Tax and / or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference.

If your name, address or tax status should change in the future , or you wish to cancel your declaration, please contact us on admin@madressa.net so that we can adjust our records :

[Add to Cart](#) Please click for further information to settle your donation

[<< Back](#) [Next >>](#)



Fee Payment

When you go to the final step, you have two options for payment

1) Pay Now

You can choose to pay your child(ren)'s fees in full. To do so, click 'Add to Cart'.

A second page will open with the PayPal shopping cart.

If you have previously added a donation you will see this in your cart, plus your child's fee.

For each child that you wish to pay for in full, click 'Go Back to Student List' and follow through the steps as you did for your first child. For each time you click 'Add to Cart' your PayPal shopping cart on the second page will update.

When you are ready to pay, go to the PayPal page and proceed to completing the payment.

IMPORTANT: A second PayPal page will open for you to complete the payment. Upon doing so, you will be redirected back to the portal where you will see a confirmation of your payment. At this time, you may close the first page.

You will receive a receipt in your inbox for your payment(s).

2) Subscribe (pay monthly)

You can choose to subscribe your child(ren)'s payments via direct debit. For exact amount and how many months will be on the website. To do so, click 'Subscribe'. For this method of payment, you must subscribe each child individually.

IMPORTANT: A second PayPal page will open for you to complete the payment. Upon doing so, you will be redirected back to the portal where you will see a confirmation of your payment. At this time, you may close the first page.

You will receive a receipt in your inbox for your payment(s).

STUDENT DETAILS
IMAGE
PARENT DETAILS
PHOTO & VIDEO POLICY
DONATE
FEES

Fees

| Pending Fees | | | | | | | |
|--------------------------|--------------------------|-------------|--------|-----------|---------|-------------|----------------------|
| Category Name | Collection Name | Last Date | Amount | Fees Paid | Balance | Pay Now | Subscribe |
| Fees 2016 - New Students | Fees 2016 New Enrolments | 19 Jan 2016 | £ | £ | | Add to Cart | Subscribe |
| | | | | | | | Spread Over 6 Months |

If you are settling fees for all your children in one transaction (i.e. not paying over 6 months), once you have pressed 'Add to Cart' and the fees have been added to your paypal basket (that will open in a new tab), you can click 'Go back to Student List' and complete the same steps for all your children before paying

<< Back
Go Back to Student List

If you would like to pay fees for your other children, please click the 'Go back to Student List' button above