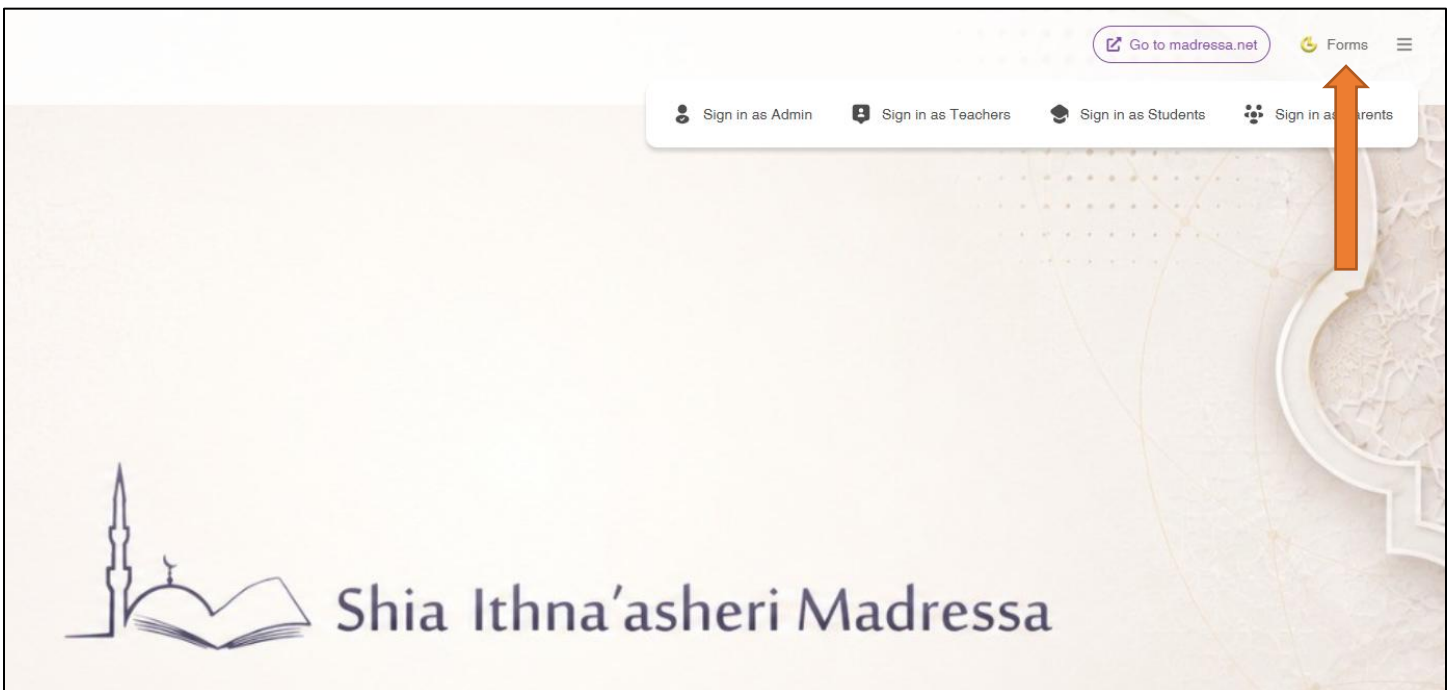


Enrolment - New Students

This guide is intended for parents who want to enrol a child into the Madressa (*if you have a child on the wait list, you do not need to do anything as we will have those details on file already*).

Register

Go to <https://simadressa.classe365.com/> and then click on **Forms** or you can access the form using this link <https://simadressa.classe365.com/form/view/enrolment>:



If you accessed the form via the portal login page (as per the image above), you will see the following form and you should click **Apply Now**

Madressa New Student Application Form
Students Pre-admission

Apply Now



Application Form

Please ensure you take the time to complete the form correctly.

All fields marked with an * (asterisk) must be completed.

Student Photo Upload

Please ensure it is within a limit of **10MB** and in one of the **three accepted formats (.jpg, .gif, .png)**. This should be a recent photo preferably with a clear / light background so that your child is easily identifiable in the case of emergency – pictures **must** be refreshed annually.

Date of Birth

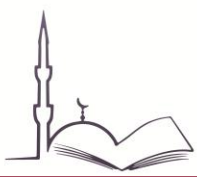
Your child must have reached the **age of 4 by 1 September** for the year in which they are enrolling and also **15 or under as of 1 September** of the year in which they are enrolling (unless you are applying for a place in Asr Academy in which case there is a separate application form and this form should **not** be used).

Email Address & Phone Numbers

Please **double check** to ensure that email addresses and phone numbers are typed correctly and you should enter both parents / guardians email addresses and phone numbers into the designated boxes separated by a comma with no space. E.g. ali@hotmail.com,fatima@gmail.com or E.g. 07123456789,07987654321

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.



Emergency Contact Details

It is important that you provide us with emergency contact details which are of **a person that is not you or your spouse**, but someone else who may be able to assist in the case of an emergency when you are not contactable.

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.

Terms & Conditions

By registering your child with the Madressa and should they receive admission, **you agree to abide by all the Madressa policies** on the website (<https://madressa.net/policies/>) including our admission and attendance policies as well as our privacy notice.

Submission

Upon completion of the application you will see the following notification on your screen.

Madressa New Student Application Form
Form Submitted
Thank you for submitting this application form.
The next step is that we will wait for the admission window to close and then we will review all applications that we have received in accordance with our admission policy which can be found on our website.
If your child receives a space in the Madressa we will inform you most likely in late August, early September.
Print Submission Details

You will also receive an email if your application was submitted successfully with details of your application ID which you can use to enquire into the status of your application. Within the email there will be a link to the application you have submitted, **please review the application form in detail and notify us immediately of any errors.**

If you wish to **add another child** click on

[← Back to Forms](#)

and then begin the process again.

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.

The next part of the process is only applicable once your child's application has been accepted and you have received email and SMS notification to confirm this position.

Paying Fees: Please note a successful enrolment after the application is accepted is conditional on fees being paid on time.

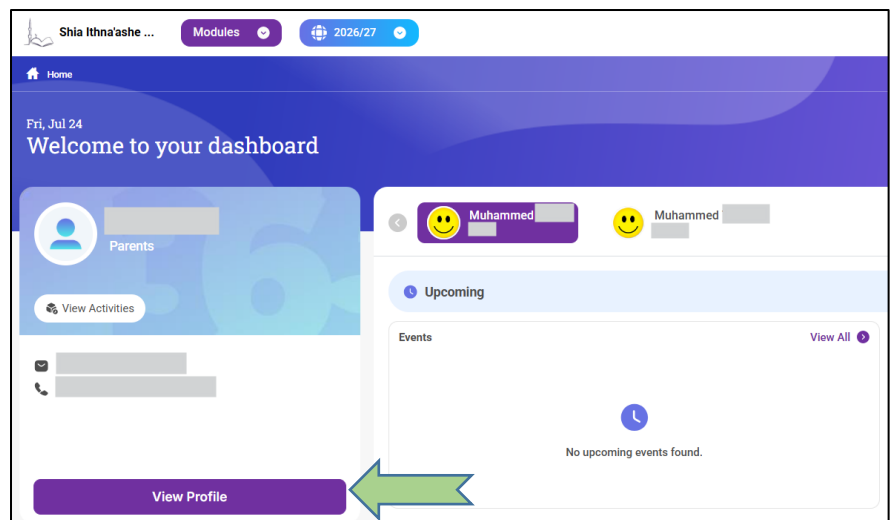
Login

Login to the [Parent Portal](#) by clicking 'Sign in as Parent'.

Your username will have been sent to your email address & via SMS.



Click 'View Profile' on the left side.





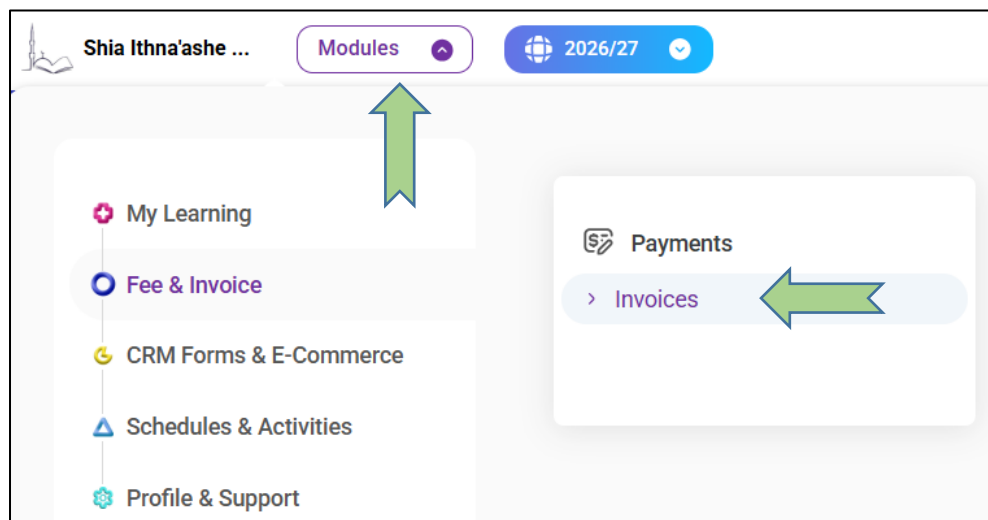
You will see a list of your children and on this page you can:

1. **Edit your own profile** if you want to update your phone number or email address (please enter your phone number(s) and / or email address(es) in the format: mum@hotmail.com,dad@hotmail.com or 07123456789,07987654321 (i.e. email address 1,email address 2 or phone number 1,phone number 2).
2. Review your **children's profile** and:
 - a. **Check their picture** to ensure they easily identifiable by our staff (we have 1,000 children on site and so it is important that pictures are updated annually). These images are stored securely and not shared outside of the portal – they are only used for Madressa purposes and will not be posted on any external media / social media sites.
 - b. **Review all details and ensure that they are correct**
 - c. **Please ensure that your contact details and emergency contact details** (someone who we can contact if you or the other parent / guardian is unavailable) are correct
 - d. **Update medical and learning needs** information and ensure to send an email to admin@madressa.net to inform the Madressa of any changes to this so that this can be reviewed and if necessary plans put in place to support your child.

Once you are satisfied that all the information is correct, please proceed to the next section to pay fees.



To view the fees that are payable, if you hover over **Modules** you can then scroll to '**Fee & Invoice**' and select '**Invoices**'.



You will see the following screen which will show you all the fees that have been paid to date for each child and any unpaid fees.

You will generally see two invoices for each of your children:

1. A **full payment** invoice: use this to pay for the academic year in full at once.
2. A **subscription** invoice: use this to pay for the academic year over 10 equal payments, monthly.

You **only need to pay one invoice for the academic year for each child**, and to make payment you click on the **money icon** at the end of the row shown below and follow the payment instructions. You will receive a receipt in your inbox for your payment / subscription.

Invoices									
3.30GBP Paid Amount 1.00GBP Un-paid Amount 0.00GBP Credit Balance									
Filter									
Invoice ID	Fee Name	Fees Amount	Discount	Paid Amount	Status	Invoice Date	Due Date	Actions	
					Paid	15-07-2026	15-07-2026	i	
					Paid	19-07-2026		i	
					Paid	19-07-2026		i ↺	
9	2026/27 Fees	1.00 GBP	0.00 GBP	0.00 GBP	Un-paid	25-07-2026		i 💰	

You can select another child to make a payment for by using the drop down menu at the top of the page.