

Re-Enrolment for Existing Students

To re-enrol your child(ren) in the Madressa you **must complete payment of Fees for the new Academic Year by the due date indicated by Madressa else your child's space will be re-allocated to another child on the waiting list.**

Login

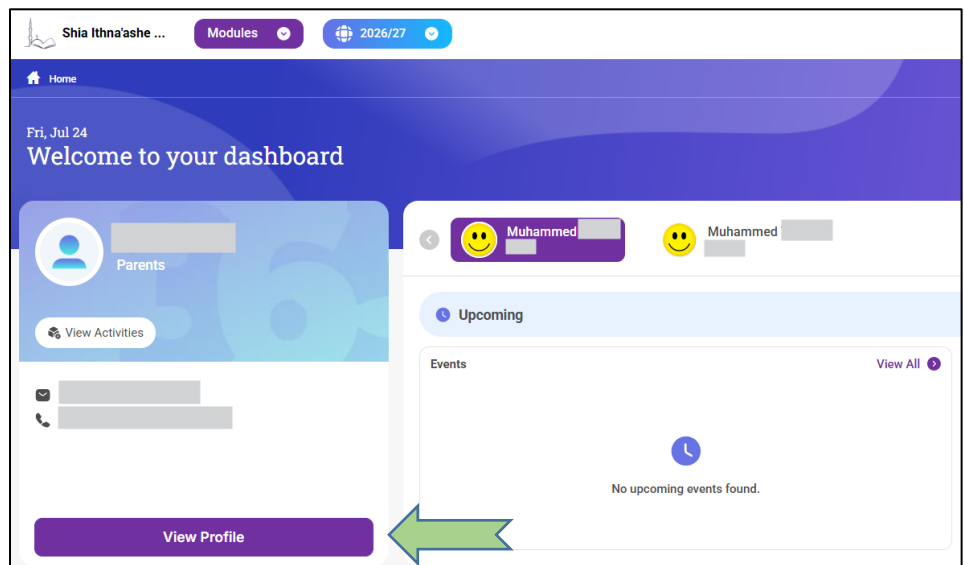
Login to the [Parent Portal](#) by clicking 'Sign in as Parent'.

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

If you have forgotten your username or password, click on 'Sign in as Parent' then click 'Forgot Username / Password'.



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. View your **children's profile** and:
 - a. **Update your child's picture** to a recent picture so that they are 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** and update any fields that have the words '**UPDATE**' in them such as shown below:

Emergency Contact Details

EMERGENCY CONTACT NAME: UPDATE

EMERGENCY - RELATIONSHIP TO CHILD: UPDATE

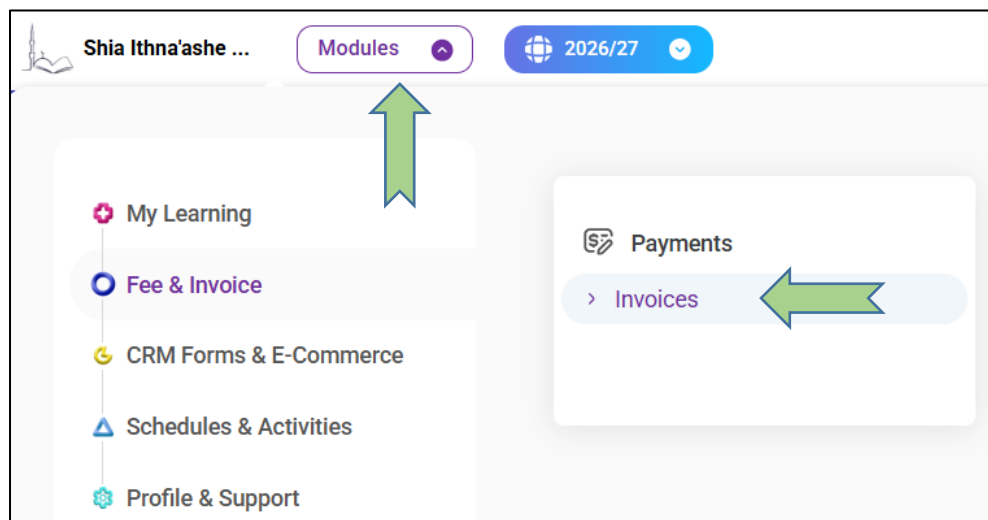
EMERGENCY CONTACT PHONE NUMBER: UPDATE

- 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									
3.30^{GBP} Paid Amount 1.00^{GBP} Un-paid Amount 0.00^{GBP} Credit Balance Invoices 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 C	
9	2026/27 Fees	1.00 GBP	0.00 GBP	0.00 GBP	Un-paid	25-07-2026		i M	

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