



STUDENT ADMISSION & ENROLMENT FORM

UK Tutoring Provider | Confidential student record

Tutoring provider: _____ Date received: _____

1. Student details

Full legal name: _____

Preferred name: _____

Date of birth: _____

School / college and year group: _____

Home address: _____

Postcode: _____

Year group / Exam board (if applicable): _____

2. Parent / Carer / Legal Guardian

Full name: _____

Relationship to student: _____

Mobile telephone: _____

Email address: _____

Alternative telephone: _____

Address (if different): _____

3. Emergency contacts and collection

Emergency contact 1 – Name / Relationship / Telephone: _____

Emergency contact 2 – name / relationship / telephone: _____

People authorised to collect the student (Names / Relationships): _____



4. Health, accessibility and additional learning needs

Any allergies, medical conditions, disabilities or additional support needs relevant to safe and effective tutoring? ☐ Yes ☐ No

If yes, details / reasonable adjustments required: _____

Emergency action or support instructions (if relevant): _____

5. Safeguarding and contact preferences

Preferred method for routine parent/carers contact: ☐ Email ☐ Telephone ☐ SMS

Safeguarding concerns may need to be shared with appropriate agencies to protect a child, even where consent is not required. The provider should supply its safeguarding policy and reporting contact details.

6. Optional permissions (Choose separately)

Use of student photographs/video for promotional purposes: ☐ Agree ☐ Do not agree

7. Payment Plan for the Whole Learning Hub

a. All classes inc. Forest School

Pay ☐ Termly ☐ Annually
☐ Cash ☐ Bank Transfer

Fees are £40 a week / £1120 annually

Term 1 Nov - Dec 2026 / 7 teaching weeks = £280
Term 2 Jan - April 2027 / 11 teaching weeks = £440
Term 3 May - July / 10 teaching weeks = £400

(Open to alternative payment plans for those who need it)

b. Select Class Options

- ☐ English GCSE £5 per Class
- ☐ Maths GCSE £5 per Class
- ☐ Science GCSE £5 per Class
- ☐ Islamic Studies GCSE £5 per Class
- ☐ Arabic GCSE £5 per Class
- ☐ Forest School £5 per class

Term details:

Term 1 Nov– Dec 2026 / 7 teaching weeks £35 per class/term.

Term 2 Jan– April 2027 / 11 weeks £55 per class/term.

Term 3 May– July / 10 weeks £50 per class/term.

Secondary Class Timetable:

Time	Monday	Tuesday	Wednesday	Thursday
10:00am – 10:30am	Adkhar	Adkhar	Adkhar	Forest School
10:30am – 12:00pm	English	Science	Islamic Studies (Edexcel)	
12:00pm – 1:00pm	Lunch and Zuhr Prayer	Lunch and Zuhr Prayer	Lunch and Zuhr Prayer	Lunch and Zuhr Prayer
1:00pm – 2:00pm	Maths	Ghazali Books	Arabic (Edexcel)	Sewing

Please Note: All children are required to bring their own packed lunch each day.

Wardah Learning Hub Parent Terms and Conditions

These Terms and Conditions apply to all students enrolled at the Learning Hub. Parents/guardians are required to read and agree to these terms before their child begins attending classes.

1. Enrolment and Registration

- Parents/guardians must complete the registration form and provide accurate contact, emergency and relevant medical information.
- Parents/guardians must inform the Learning Hub of any changes to their contact details or their child's needs.
- Enrolment is subject to availability and confirmation by the Learning Hub.

2. Fees and Payments

- Fees must be paid according to the payment plan selected at enrolment.
- Parents/guardians are responsible for ensuring that all payments are made on time.
- All scheduled classes remain chargeable if a student is absent for any reason.
- Any additional costs, including examination fees, books or learning materials, will be communicated separately where applicable.
- Any outstanding payments must be settled in accordance with the agreed payment arrangements.

3. Student Absence and Missed Lessons

- If a student is unable to attend a scheduled lesson, the full fee for that lesson remains payable.
- No refunds, credits or fee deductions will be given for lessons missed by a student, subject to any rights the parent/guardian may have under applicable law.
- Parents/guardians should notify the Learning Hub as soon as possible if their child will be absent.
- Where possible, additional work or learning materials covering the missed lesson will be provided to help the student keep up with their studies.

- Providing additional work does not entitle the student to a refund or an automatic replacement lesson.

4. Bad Weather and Tutor Absence

- If a lesson cannot take place because of severe weather, unsafe travel conditions or a tutor being unable to attend, the Learning Hub will arrange a replacement session at a different specified date and time.
- Parents/guardians will be informed of the cancellation and the alternative arrangements as soon as reasonably possible.
- The replacement session will be communicated directly to the parents/guardians concerned.
- Where the Learning Hub cancels a lesson, it will arrange a replacement session rather than charge for a lesson that is not delivered. If a suitable replacement cannot be provided, the Learning Hub will communicate the appropriate arrangements, taking account of applicable legal obligations.
- These arrangements are separate from student absences, for which the missed-lesson policy in Section 3 applies.

5. Withdrawal and Cancellation of Enrolment

- Parents/guardians must notify the Learning Hub in writing if they wish to withdraw their child.
- Any applicable notice period and the financial consequences of withdrawal will be explained in the enrolment agreement.
- Fees already paid will be dealt with in accordance with the agreed payment terms and applicable consumer law.
- The Learning Hub reserves the right to review continued enrolment where necessary because of serious behavioural concerns, safeguarding issues or persistent non-payment, following appropriate procedures.

6. Attendance and Punctuality

- Students should arrive on time and attend their scheduled classes regularly.
- Parents/guardians are responsible for ensuring that their child arrives and is collected at the agreed times.
- Repeated lateness or absence may affect a student's learning progress.
- Any arrangements for independent travel or leaving the premises without an adult must be agreed in advance where applicable.

7. Behaviour and Respect

- Students must treat tutors, staff and fellow students with respect.
- Bullying, harassment, discrimination, violence and threatening behaviour will not be tolerated.
- Students are expected to follow instructions, participate appropriately and respect Learning Hub property.
- Serious or repeated behavioural concerns may result in a parent meeting, additional support measures, suspension or termination of enrolment where appropriate.
- Parents/guardians are expected to communicate respectfully with staff.

8. Learning and Homework

- Students are expected to participate in lessons and complete assigned homework or additional learning tasks.
- Parents/guardians are encouraged to support their child's learning at home.
- The Learning Hub will make reasonable efforts to support students' progress, but specific grades or examination results cannot be guaranteed.
- Additional work may be provided when a student misses a lesson, as outlined in Section 3.

9. GCSE Classes and Examinations

- The Learning Hub may provide tuition in GCSE English, Mathematics, Science and other advertised subjects.

- Tuition fees do not automatically include official GCSE examination entry fees or examination-centre charges.
- Parents/guardians are responsible for confirming examination registration arrangements where these are not provided by the Learning Hub.
- Examination dates, awarding bodies and entry requirements will be communicated where relevant.

10. Islamic Studies and Arabic Classes

- Students are expected to participate respectfully in Islamic Studies and Arabic lessons.
- Parents/guardians should communicate any relevant learning needs or concerns to the Learning Hub.
- Students must follow the same attendance, behaviour and payment policies that apply to all other classes.

11. Forest School and Outdoor Activities

- Parents/guardians must ensure that students bring suitable clothing, footwear, food and water as instructed.
- Relevant allergies, medical needs and other safety information must be disclosed before participation.
- Parents/guardians must complete any required consent forms.
- Outdoor sessions may be adapted, relocated or postponed if weather or environmental conditions are unsafe.
- Appropriate supervision and risk assessments will be undertaken for activities, in accordance with applicable requirements.

12. Medical Needs and Emergencies

- Parents/guardians must provide relevant information about allergies, medical conditions and emergency contacts.
- Any medication supplied must be appropriately labelled, with clear instructions.
- Parents/guardians must inform the Learning Hub of any changes to their child's medical needs.
- In an emergency, the Learning Hub may contact emergency services and the child's parent/guardian as appropriate.

13. Safeguarding and Child Protection

- The Learning Hub is committed to promoting the safety and welfare of children.
- Staff and volunteers are expected to follow the Learning Hub's safeguarding procedures and code of conduct.
- Safeguarding concerns will be dealt with in accordance with applicable procedures and legal obligations.
- Information may be shared with relevant safeguarding authorities where necessary to protect a child or comply with the law.

14. Collection and Authorised Adults

- Parents/guardians must provide details of adults authorised to collect their child where applicable.
- Any changes to collection arrangements must be communicated to the Learning Hub.
- Students will only be released in accordance with the agreed collection and supervision arrangements.
- Parents/guardians should collect children promptly at the end of their scheduled sessions.

15. Photography and Video

- Appropriate consent will be sought before identifiable photographs or videos of students are used for publicity, promotional materials or social media.
- Parents/guardians may raise concerns about the use of their child's image with the Learning Hub.
- Photography and recording by students or visitors must respect the privacy and safety of others.



16. Personal Information and Data Protection

- The Learning Hub will collect and use personal information for purposes such as registration, communication, education, safeguarding and administration.
- Personal information will be handled in accordance with applicable data protection law.
- Information will only be shared where appropriate and lawful.
- Parents/guardians may contact the Learning Hub to ask about how their personal information is used.

17. Personal Belongings and Property

- Students are responsible for looking after their personal belongings.
- Valuable items should not be brought to classes unnecessarily.
- Any damage to Learning Hub property must be reported.
- Deliberate damage may be addressed fairly and in accordance with applicable law.

18. Communication and Complaints

- Parents/guardians should use the designated contact method provided by the Learning Hub for enquiries and updates.
- Any concerns should be raised with the Learning Hub as soon as reasonably possible.
- Formal complaints will be handled through the Learning Hub's complaints procedure.
- The Learning Hub will aim to respond fairly and within a reasonable timeframe.

19. Health, Safety and Liability

- The Learning Hub will take reasonable steps to provide a safe learning environment and manage relevant risks.
- Students must follow reasonable health and safety instructions.
- The Learning Hub will maintain appropriate insurance for its activities as required.
- Nothing in these terms excludes or limits any liability or consumer rights that cannot lawfully be excluded or limited.

20. Changes to Terms and Conditions

- The Learning Hub may review these terms when necessary.
- Parents/guardians will be notified of any changes within a reasonable timeframe.
- Material changes affecting existing enrolments will be handled fairly and in accordance with applicable law and the enrolment agreement.

21. Parent/Guardian Agreement

By enrolling their child at the Learning Hub, parents/guardians confirm that they have read, understood and agreed to these Terms and Conditions, subject to their statutory rights.

Student's full name: _____

Parent/guardian's full name: _____

Parent/guardian's signature: _____

Date: _____

Learning Hub representative: _____

Date: _____