



Darul Madinah will nurture our learners into model citizens that exemplify the inherent values of Islam, make a positive contribution to the community and are champions of their faith.

School fee Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Dar Ul Madinah Primary School.

Date of last review:	January 2026
Date of next review:	January 2027
Review period:	Annually
Policy Status:	Statutory
Owner:	Directors

This document sets out a binding agreement between the school and the parents/guardians of any student enrolled at Dar Ul Madinah Islamic Primary School for School Fees.

1. The School Fees

1.1. Fees mean School Tuition Fees.

1.2. The Fees are currently £1800 + VAT per academic year.

1.3. It may be necessary to increase fees from time to time and, where practicable, a terms notice will be given.

1.4. Parents must note that School Tuition Fees will not be the only item that must be paid for. There will be other items such as uniforms and other extra curricula activities. The Fees referred to in this document will not include such items which must be paid for separately.

2. Payment Dates

2.1. Parents have 2 Options for the payment of Fees and are required to pay the Fees as set out below.

2.2. Any arrangement for payment by instalments (termly) may be cancelled by Dar Ul Madinah Islamic Primary School should parents fail to meet their commitments. Upon cancellation, any outstanding fees shall become payable immediately.

2.3. Option 1: Annual fee of £2160 to be paid by 1st July 2026.

2.4. Option 2: Fee to be paid termly, according to the structure mentioned below;

Academic Period	Amount Due	Due Date	Payment Method
1 st Term (September to December)	£720	1 st July 2026	Standing order Bank transfer Cash Card
2 nd Term (January to March)	£720	1 st November 2026	Standing order Bank transfer Cash Card
3 rd Term (April to July)	£720	1 st March 2027	Standing order Bank transfer Cash Card

3. Payment Methods

3.1. Standing Order:

This is the preferred method of payment. Parents must fill out our Standing Order Mandate and provide a copy of the Mandate to the School Administrator (the original must be given to the bank).
Bank Transfer: This payment method is applicable for Option 1 and Option 2

3.2. Cash payments are acceptable but during school holidays parents must make arrangements to conduct a bank transfer for the payment to avoid arrears.

4. How to Secure a Placement at the School

To secure a place for a student for the following academic year, a parent must pay the relevant fee as stated above. Plus, a new admission fee of £100 + VAT (non-refundable)

5. Inability to Pay Full Fees

The School expects parents to meet their obligations in full and without exception. Parents may choose to apply for financial support privately to outside aid agencies; however it is not the responsibility of the School and will not be accepted as a reason for any delay in payments.

6. Missing a Payment Deadline

6.1. Fees are due on the dates set out clearly above. In the event a payment is missed, parents are notified that the student will immediately be excluded from the beginning of the following term until payment has been cleared. This will apply even during examination times.

6.2. If parents are not up to date in all payments by the dates below, a £25 admin fee will apply which will not be removed and will automatically become part of the School Fees.

- 1st July 2026
- 1st November 2026
- 1st March 2027

7. Admission Fee

When enrolling a student for the first time parents are required to pay a non-refundable Admission fee of £100 per student when first admitted to the school

8. Fees Refund

8.1. Parents must give a full term's notice in writing to the Head Teacher before withdrawing a student from the school. Fees are payable during the notice period following this any overpayment will be calculated and refunded.

8.2. Fees will not be refunded or waived for absence through sickness, authorised/unauthorised absence, if a term is shortened, a child has been excluded, if the school moves to remote learning or if a student is sent home before the normal end of term or for any other reason.

8.3 If a child is absent for five or more days for unauthorised reasons parents will be expected to attend a meeting with the head teacher and make payment of a £200 administration fee. This

payment must be paid within 14 days of issue. Persistent unauthorised absence may lead to further consequences.

9. Withdrawal of a Child

Parents must provide written notice if they wish to remove their child(ren) from the school as in accordance with the Terms and Conditions in the Home School Agreement.

A minimum of one full term's written notice is required to withdraw a child from the school.

Failure to provide the required notice will result in the Parent being liable for fees in lieu of notice, whether or not the child attends during that period.

Removal of a child from attendance without formal written notice does not terminate this Agreement and will result in a referral to the local authority for a child missing in education.

10. Suspension, Removal & Outstanding Fees

The school reserves the right to suspend or remove a child from the school roll for non-payment of fees or serious breach of school policies.

Suspension or removal of a child does not release the Parent from liability for outstanding or future fees due under this Agreement.

All outstanding fees become immediately payable upon removal from the school roll.