

Islamiyah School Admissions Policy

Reviewed September 2015
Next Review Date: September 2016

This document outlines the admission policy for Islamiyah School for its September intake.

The maximum total admission number is 50

The process for the admission for **all** prospective applicants is as follows:

1. Applications must be made on the official school application form. Forms are available from the school office. **COMPLETED FORMS MUST BE HANDED INTO SCHOOL BEFORE DECEMBER.**
2. A copy of your child's last school report **must** accompany the application form **and** a copy of the child's birth certificate. Application form will not be accepted without these documents.
3. Once the application has been received with the last report, the head teacher's decision (acceptance/not accepted) will be sent to all parents in writing.
4. Upon receiving the acceptance letter the admission fee of £135 must be paid immediately to secure a place for your daughter.

Oversubscription Criteria

If there are more than 50 pupils who have applied, preference will be given in the following order:

1. Members of Masjid-e-Sajedeen and Madressa Islamiyah.
2. Pupils of the Islamic faith.
3. Siblings
4. Distance will be the tie breaker.

S.E.N – Special Educational Needs

The school is able to cater for children with SEN. The admission will be accepted under the discretion of the Head teacher.

EAL – English as an Additional Language

We recognise that pupils who are bilingual or have English as their second language may be working at a different level. With our teaching assistants we are able to consider EAL pupils. The decision will be made under the discretion of the head teacher.