

Islamiyah Girls High School



Admissions Policy

For Sept 2020 to 2021 intake

Islamiyah School is fully committed to equal opportunities in education. No applicant to Islamiyah School should be discriminated against on the basis of race, nationality, colour or ethnic origin.

At Islamiyah School, we very much look at the whole child and base our decision not only on the academic results but also through the interview process. Our vision is to take the children who we believe will truly benefit from our environment and who will benefit themselves and their surroundings in turn.

The School places great importance on parental support and their belief in the schools' ethos and values as crucial for a child's academic success. We expect both parents/carers and the pupils to fully support the Islamic ethos and vision of the school. At Islamiyah, Tarbiyah (nurturing –personal development and character building) is central to all that we do. Tarbiyah refers to the systematic development and training of our pupils in the light of Islamic teachings. It is a continuous and comprehensive process of developing all aspects of our pupils' character and personality, i.e. spiritual, intellectual, moral, social and physical aspects.

The real aim of Tarbiyah is to develop Taqwa (piety) and to put all members of Islamiyah School on the path of constant self-purification, self-correction and self-development and instil in them the passion for truth, righteousness, justice and respect for others. The focus of Tarbiyah is to train pupils who are distinguished, strive for excellence, are self-motivated, conduct a balance life, live in peace with themselves and their environment, be equipped with the necessary knowledge, understanding, and skills to make difference in the society by taking an active role in the reform process that seeks to make the betterment of our community, our country and the entire world. The full impact of Tarbiyah is truly realised when parents, pupils, staff and other stakeholders all work cohesively together

All parents/carers and pupils will be interviewed. Parents are required to attend termly workshops.

Pupils applying for Year 7 onwards must bring to the interview a piece of work of which they are particularly proud of and they should be prepared to discuss the work with the interviewer. They must also bring their school report and a character reference. Candidates are interviewed by one of the Senior Leadership Team (SLT). The interview will concentrate on their strengths at school, their interests and their commitment in embracing the Islamic ethos and vision of the school. It will also assess communication skills, creativity, general knowledge and logic.

The appropriate year group that a child enters the school is usually determined by their age on 1st September in any year.

As a matter of policy the school do not take in-year school pupils admissions (Years 8, 9, 10 and 11) although places can be awarded to pupils in Year 8 and 9, under special circumstances, at the discretion of the Headteacher. Pupils will also be interviewed by the SLT to ascertain whether it's their own choice and fully support the schools ethos and vision.

This document outlines the admission policy for Islamiyah School for its **September 2020 to September 2021 intake.**

The maximum total admission number is **64** (this is subject to change).

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 forms will not be accepted without these documents.
3. There will be a non-refundable charge of £30.00 for each application to be processed. This payment is to be made at the school office, when handing in the application form.
4. Once the application has been received with the documents, the head teacher's decision (acceptance/waiting list/not accepted) will be sent to all parents in writing/email in due course with a parent- school contract to be signed.
5. Upon receiving the acceptance letter the non-refundable admission fee of £155 must be paid immediately to secure a place for your daughter. If written acceptance is not received by the specified deadline the place will be offered to the next candidate on the waiting list.
6. **Fees in Advance** First terms fees of £500.00 must be paid for all prospective pupils by 30th of June in advance. If written acceptance is not received by the specified deadline the place will be offered to the next candidate on the waiting list. Should a prospective pupil secure a place and decide to not join the School, the £500 will only be refunded if notice is given within 7 days after making the payment. All school fees have to be paid a term in advance. If fees are not paid despite parents been sent several reminders the school will consider expulsion.
7. In some circumstances, the school may require an entrance exam to be taken where there is little or no information to indicate the level the applicant is working at. For this an administration fee will be charged.
8. It will be assumed that the information provided by the parent/carer is true to the best of the individual's knowledge and belief. If a parent/carer submits false or deliberately misleading information or deliberately withholds any relevant information, the application becomes invalid and the place is withdrawn.
9. Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that the child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents' responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof that this is the case.
10. No pupil will be admitted into the School until all formalities have been completed and all required documentation has been provided and verified.

Oversubscription Criteria

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

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

The final decision remains with the Headteacher and the School's Governing Body

S.E.N – Special Educational Needs

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

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 may consider EAL pupils. The decision will be made under the discretion of the head teacher.

Applying Elsewhere

- Parents to notify school 20 days before school closure, if they are applying elsewhere for September. Place cannot be reserved on the admissions register if another suitable applicant applies in that year group.
- Parents must ensure all fees are paid up to date, before applying elsewhere.