

Islamiyah Girls High School



Admissions Policy

Document Control:

This document has been approved for operation for:	Islamiyah Girls High school
Date of last review	September 2023
Date of next review	September 2024
Review Period	1 year
Owner	Islamiyah Girls High School
Approved by:	The Governing Body

1. Our Commitment

- 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 and base our decision not only on the academic results but also through the interview process. Our vision is to take the pupils 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 pupil'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 balanced life, live in peace with themselves and their environment, be equipped with the necessary knowledge, understanding, and skills to make a difference in society by taking an active role in the reform process that seeks 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.
- The appropriate year group that a pupil enters the school is usually determined by their age on 1st September in any year.
- As a matter of policy the school does 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 2023 to September 2024 intake.

2. Admissions Process

- The maximum total admission number is 50 per year group (this is subject to change).
- The process for the admission for all prospective applicants is as follows:

- Applications must be made on the official school application form (Appendix 1). Forms are also available from the school office. COMPLETED FORMS MUST BE HANDED INTO SCHOOL BEFORE DECEMBER.
 - A copy of your daughter'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.
 - 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.
 - Once the application has been received with the documents, the headteacher'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.
 - Upon receiving the acceptance letter the non-refundable admission fee of £165 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.
- Fees are to be paid via GoCardless on a monthly basis. The first payment is usually taken out around the time of the first day of the academic year. The Gocardless payment is set up to take £165 per month (September - June.) If fees are not paid despite parents having been sent several reminders, the school will consider expulsion.
 - All students will be required to take a GLS Assessment CATS (Test literacy and numeracy test).
 - 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.
 - All parents will be sent a breakdown of the fee structure in September informing them of the amount and method of payment.
 - Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn. 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' 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.
 - No pupil will be admitted into the School until all formalities have been completed and all required documentation has been provided and verified.

3. Oversubscription Criteria

- If there are more pupils who have applied, preference will be given in the following order:
 - Members of Masjid-e-Sajedeen and Madrassa Islamiyah.
 - Pupils of the Islamic faith.

- Siblings
- Distance will be the tie breaker

● The final decision remains with the Headteacher and the School's governing body

4. **S.E.N.D Special Educational Needs & Disabilities**

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

5. **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 Headteacher.

6. **Applying Elsewhere**

● Parents to notify school 20 days before school closure, if they are applying elsewhere for September. Places 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.

Approved by:

Mrs. Yaasmin Mubarak
Headteacher

Mubarak Patel
Chair of Governing Body

Date: September 2023

September, 2023

Appendix 1 - Admission Form



ISLAMIYAH GIRLS HIGH SCHOOL

ADMISSION FORM

(Please complete the application form below in CAPS LOCK and BLACK INK)

STUDENT DETAILS

First name (s)																				
Surname																				
Date of birth																				
Nationality																				
Address student resides at																				
	Postcode																			
Is the student looked after by the Local Authority Care (LAC) team?	YES		If YES, please attach details																	
	NO																			
Does the student have a sibling currently attending IGHS?	YES		If YES, please provide their names																	
	NO																			
Does the student have a statement of Special Educational Needs (SEN)?	YES		If YES, please attach details																	
	NO																			
Does the student have any medical conditions?	YES		If YES, please provide details																	
	NO																			
Student ethnicity	Indian		African		White															
	Pakistani		Arab		Chinese															
	Bangladeshi		Caribbean		Other															

PARENT/GUARDIAN DETAILS

First name (s)																				
Surname																				
Relationship to student																				
Mobile phone number																				
Email address																				
Occupation																				

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First name (s)																				
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Relationship to student																				
Mobile phone number																				
Email address																				
Occupation																				

Application for entry into academic year	24	2023/	Application for entry in to which year group?	7	Year
	25	2024/		8	Year
	26	2025/		9	Year
	27	2026/		10	Year
	28	2027/		11	Year
	28				
Age of entry into school					
Name of current school					
Are you eligible to receive free school meals (FSM) for the student	YES				
	NO				

DECLARATION

Signature of parent	
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