

# Admission Policy

## Al Khair Preparatory School



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Date: September 2020

Last reviewed on: 16<sup>th</sup> July 2019

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Next review due by: September 2021

GB

### Table of Contents

1. AIMS	3
2. LEGISLATION AND STATUTORY REQUIREMENTS	3
3. OVERVIEW	3
3. ADMISSION PROCESS	3

<b>4. PERSONAL INFORMATION AND VALIDITY</b>	<b>4</b>
<b>5. ASSESSMENT FOR ENTRY</b>	<b>4</b>
<b>6. INTERVIEW</b>	<b>4</b>
<b>7. INFORMING PARENTS OF OUTCOME</b>	<b>4</b>
<b>8. SECURITY DEPOSITS</b>	<b>4</b>
<b>9. WAITING LISTS</b>	<b>5</b>
<b>10. HOW TO APPLY:</b>	<b>5</b>

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an independent school, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Overview

Al-Khair prep is fully committed to equal opportunities in education. No applicant to Al-Khair Prep should be discriminated against on the basis of race, nationality, colour or ethnic origin.

At Al-Khair Prep, 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 appropriate year group that a child enters the school is usually determined by their age on 1st September in any year. However, the Head teacher may decide to accept the child for a different year based on assessment and interview.

Our criteria for admission are:

1. The prospective pupil reaches a sufficiently good standard in the School's assessment to satisfy the Head teacher.
2. That the prospective pupil is judged to have sufficient aptitude, commitment and willingness to cope with the general pace of learning within the School.
3. That the School will meet the needs of the prospective pupil.

## 3. Admission Process

Information about the application process is available on the school website ([www.alkhairschool.org.uk](http://www.alkhairschool.org.uk)) along with the on-line application form. Please complete the on-line form and submit the following to the school office:

- Child's Birth Certificate or Passport
- Proof of Address
- Latest School Report
- Registration fee (non-refundable) of £60

It is important to note that you will receive an automatic email reply on successful submission of your on-line application form.

As the building constraints of the school limit the intake of admissions, the order in which applications are received is relevant when offers of places are being considered.

Reports from a school currently attended by an applicant are not always available and thus do not form part of the selection procedure.

If an applicant has a brother or sister who is already at the school then, provided that the applicant satisfies the minimum published criteria for selection, an offer is made.

#### **4. Personal Information and Validity**

Al-Khair Prep respects the privacy rights of parents/carers and is committed to ensuring that it protects personal details and other information made available to the School in line with the Data Protection Act.

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.

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.

No pupil will be admitted into the School until all formalities have been completed and all required documentation has been provided and verified.

#### **5. Assessment for Entry**

All prospective pupils are assessed for entry as follows:

Reception entry - The assessments for Reception are designed to look for the child's potential rather than what has already been learnt, and assess readiness to learn in a more formal context. The assessment covers language and social skills, mathematics, physical and creative skills, as well as understanding of the world.

Years 1 – 6 - the prospective pupils are required to sit an English and Maths paper, English and Math assessment last for 2 hours.

Reception assessment is conducted with the class teacher for 10 minutes.

#### **6. Interview**

Al-Khair Prep places great importance on parental support and their belief in the ethos and values of Al-Khair School as crucial for a child's academic success. All parents/carers will be interviewed.

Candidates are interviewed by the Head teacher. The interview will concentrate on their strengths at school and their interests. It will also assess communication skills, creativity, general knowledge and logic.

##### **Transferring from Al-Khair Prep to Al-Khair Secondary school:**

There is no automatic transfer from Year 6 to Year 7.

Year 6 parents must complete an admissions form if they wish for their child to be considered for entry into Year 7 in Al-Khair Secondary school. The process is the same as for external candidates except that the registration fee is not required.

#### **7. Informing parents of outcome**

Offers are made after the Entrance Examination and the Interview. Parents/carers will be notified of the outcome of their application as soon as is reasonably possible.

When a place is being offered the School office will contact the parent/carer by telephone/email and arrange an admission date. An offer letter will be sent with the school contract.

Where an applicant has not achieved a satisfactory standard, a school place will not be offered.

## 8. Security Deposits

To secure the place, the signed contract must be returned to the school office by the specified deadline and payment of the deposit.

The deposit is £800. This is an advance deposit taken to secure your child's place and is non-refundable; however, if four months' notice is given prior to leaving school it will be counted toward the school fees in the last four months.

Should a prospective pupil secure a place and decide to not join the School the £800 will **not** be refunded.

If written acceptance is not received by the specified deadline the place will be offered to the next candidate on the waiting list.

For terms & conditions please see our fees policy.

## 9. Waiting Lists

A waiting list will be held and all applicants on the list are considered to have qualified for entry to Al-Khair School should a vacancy become available.

Should a place become available the School will offer the place to the next candidate on the list.

## 10. How to Apply

Please complete the online form on our website and school will be in touch.

## 11. Covid 19 Admission

Due to the covid 19 pandemic (since 2020) the school has taken Temporary precaution to health and safety measures regarding parents, students, staff and external visitors.

(a) **Entrance Tests**

The entrance tests are currently on hold and will not take place until the Covid situation has eased. Instead parents will be asked regarding their child's academia and any concerns they may have. Also a report from their previous school is requested to assist the teachers in the child's academia development.

(b) **Interview of Parents**

Interview will not be conducted at the school rather the admission officer/management will speak to the parents via telephone conversation.

(c) **Tours**

The school will be conducting limited tours, and will be taking full precautions to ensure the health and wellbeing of all involved.

(d) **The admission process will remain the same as well as the fees.**