

Al-Khair School

Admission Policy & Process



Approved by:	Headteacher (MC)	Date: 14 th June 2020
Last reviewed on:	23 October 2020	S.Akram
Next review due by:	July 2021 Governing Body	

AL-KHAIR ADMISSION POLICY & PROCESS

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

At –Al-Khair School we do not select by academic results alone, and nor do we only take the brightest pupils. All applications are subject to an interview as well as a test.

Our entrance exam tests are not rigorous and neither is our pass threshold. At the interview, we do not select upon Islamic knowledge either.

In fact, our vision is to take the children who we believe will truly benefit from our environment, benefit themselves and their surroundings in turn.

Process

Parents complete an application form for entry, which can be obtained from the school website or from the school office. This is returned to the reception staff with a fee of £35.00. The building constraints of the school limit the intake of admissions and therefore, 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.

Siblings are given priority if a sibling achieves exactly the same mark as an applicant who does not have a brother/sister in school then the sibling will be awarded the place.

Offers are made after the Entrance Examination of English, Maths and the Interview. Applicants for places in Reception and Key Stage 1 are not required to take an examination, however, the parents will be asked to come in for an interview with the Primary head teacher.

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

In-School Procedure

The School Admissions Officer should ensure that the following arrangements are in place:

- Parents are given information on the vacancy position at the school and are advised of their right to apply regardless of whether or not there is an available place.
- That there is a form on which parents and carers can apply for a child's admission and that the form collects all the information that is necessary for the school to determine the application.
- That the application form includes monitoring questions that will enable the school to collect information for equalities monitoring purposes.
- That there is a formal system for confirming the receipt of applications, advising applicants on what will happen next when they can expect to hear the outcome.

Confirmation of Address

Parents may be required to provide acceptable independent proof of their child's address. They will be advised to make sure that the application form they complete is accurate. Places may be withdrawn if false information is entered on the application form. 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.

Making Decisions on Applications

A decision must be taken on all applications. If there is a vacancy in the appropriate year group the child must be admitted to the school without delay subject to entrance criteria. If there are more applications than places available, the school will use the admission criteria to determine which pupils should be offered a place(s) and which shall be placed upon the waiting list. If a place cannot be offered, the application should be treated as a refusal and the parents/carers must be informed in writing of this.

Informing parents of outcome of applications

Schools must ensure that they notify the parents/carers of the outcome of their application as soon as is reasonably possible. When a place is being offered the Admissions Coordinator should contact the parent by telephone

and arrange an admission date. This should be confirmed in writing within the 5 or 15 day period, whichever is appropriate.

Refusing a place

If the school is full or if the child did not meet the entrance criteria, then a place should be refused and the Admissions Officer should inform the parents/carers in writing within 5 school days. The letter should include an explanation as following:

- The reason why the place has been refused
- The arrangement for securing a place on the school's waiting list.

Successful Application

If your child's/children application is successful. We were require the following steps to met before admission:

- Provide child original birth certificate
- Proof of Address of the family home
- 2 passport size photographs
- A refundable deposit of £200 or £150 (with sibling discount) Note Refundable deposit is only refundable when at least 1 term notice is given before leaving the school. otherwise it will not be refunded.
- Resources fee termly 3 x £40= £120
- school fee monthly or annually.