

As salaamu alaikum wa Rahmatullahi wa Barakaatuh,

Thank you for showing an interest in our school!

Please read these guide notes to help complete the application form.

Things you need to know before you fill in the application form:

- Find out more about us from our [website](#)
- Please read our Admissions policy and our Charging and Fees policy on our policies page [here](#).
- The application form is scored.
- Questions 2-10 are given points based on your answer, so answer them to the best of your ability.
- You will get points if your child attended the Noor UI Islam Pre-School, so please state this in the application form. Please also state if you are still waiting for a place and remember to inform the school once your child has taken up the pre- school place.
- You will get points if your child has a brother / sister already attending Noor UI Islam Primary school
- You will get points depending on how close to the school you live.
- You need to be able to pay the application fee of £20 via bank transfer. If you cannot pay via bank transfer, other options include a cheque made payable to **Noor UI Islam School Fund**, alternatively please contact our school office to discuss other options of paying.
- Please ensure you are prepared to pay the registration fees and school fees should you be offered a place. If you cannot keep up with the payments your child's place may be withdrawn.

If you are applying for a Reception place:

- Please ensure we have your application and fee by midnight of **January 15th** of the year your child is due to start in September.
- Please ensure you have applied to other schools as well as we cannot guarantee a place.
- Please note that we are happy to accept children into the class that have delayed entry because they were summer born.

Things you need to know while you fill in the application form:

- Please ensure all the details are correct. You must advise us of any changes when they occur eg address/telephone number, child attending the pre-school etc.
- The application is scored. Questions 2-10 are given points based on your answer, so answer them to the best of your ability.
- The word limit for questions 2-3 is 1200 characters, approximately 200 words.

- The word limit for questions 4-10 is 600 characters, approximately 100 words.
- ***Unfortunately there is no option to save the form once you've started it, so we recommend you draft your answers before starting the application.***
- The scored questions in the application are:
 2. Why do you want to send your child to Noor UI Islam Primary School?
 3. What do you do to promote an Islamic household?
 4. What strategies do you use to discipline your child?
 5. How much screen time (television/laptop/computer/ipadetc.) does your child watch each day? What are his/her favourite programmes / films /games (please give detail)?
 6. How do you control what your children watch on TV/internet or what games they play on any electronic devices (tablets/laptops/phones etc.)
 7. What does your child enjoy doing (e.g. hobbies)?
 8. Would you be willing to offer your help (in terms of time or skills)? If so, please explain further.
 9. How do you involve yourself or help in the local community?
 10. Is there any further information you think is relevant to your application?

Things you need to know after you have filled in the application form:

- Pay the £20 application fee via bank transfer, please put your child's name as the reference and the letters "AF" for Application Fee. E.g. AF/MuhammadAli.
- Please email the school office to let us know you have made the payment.
- Once we have received your payment we will process your application and send you an acknowledgement of receipt via email together with a unique application reference number.
- Wait patiently with beautiful patience.

Things you need to know if a place is available:

- The admissions team will go through the applications and score them against the admissions criteria.
- If you are chosen you will be emailed an invitation to come in for an interview along with your child if possible.
- Please bring your child's birth certificate and any existing school reports.
- During this interview you and your child will be asked questions, similar to those in the application form.

Things you need to know if a place is NOT offered after interview:

- Your application will stay on our system, unless you wish to withdraw your application, please let us know.
- You may be called for an interview in the future.



Things you need to know if a place IS offered after interview:

- You will receive an email offering a place.
- You need to reply to the email with your decision.
- If you decide to decline the place we will keep your details in our system and we may email you in the future if another place becomes available.
- If you decide to accept the place you will need to pay the school Registration fee within a week of accepting the place.
- You will receive a payment plan for the school fees normally spread over 10 months, please ensure you adhere to the payment plan, alternatively you can pay the whole school fee in one go.
- The payment plan will include any sibling discounts if applicable.
- Registration fee and School fees are payable by Cheque (please do not send any cheques in the post) or by Bank transfer