

## **Admissions Policy**

### **1 Introduction**

- 1.1** The governing body of Noor ul Islam Primary School applies its Admissions Policy fairly and equally to all those who wish to attend this school.

### **2 Aims and objectives**

- 2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit and in a sensitive manner. An appropriate number of parents are invited to a meeting in the order they appear on the list when places become available. The invitations are offered in strict order of the number of points gained after the initial vetting process. Parents may be offered a place if the meeting is deemed successful.
- 2.3** Points are awarded based on a number of criteria: - whether the child attended the Noor UI Islam Pre-School; whether the child has a sibling/s already attending the Noor UI Islam Primary School; when their application form was submitted; where they live, and if either parent is official representative of the Noor ul Islam organisation, such as school staff, staff from any of the Noor ul Islam Trust departments, school governor or Noor ul Islam Trustee.

Additional points are also awarded based on the responses given to questions on the admissions form. In order to ensure pupils' profiles are similar, questions about home life are asked. Also, information on parents' expectations of the school, Islam in the home and potential parental involvement in the school (and Noor ul Islam Trust) is also requested. By vetting applicants using these criteria, the school is better placed in ensuring that the best candidate is selected. If the candidate is compatible with the school's ethos, they have a better chance of settling in the school, therefore maximising their potential and attendance in school.

### **3 Admission Process**

- 3.1** Parents must fill in an admission form on-line via our website when they would like their child to start school. This form can only be submitted once the child reaches 3 years old.
- 3.2** The deadline for submission of forms for Reception intake is the 15<sup>th</sup> of January. The application form should also be used for submission to other years.
- 3.3** The on-line form must be used and submitted for applications. There are character limits for the responses to the questions. The application form guidance should always be read prior to submitting an application form.
- 3.4** Children are admitted to Noor ul Islam Primary school in the academic year they become five years old. There is one admission date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five years old, should ensure that they complete the necessary application form by 15<sup>th</sup> January of that preceding academic year. If places become available during the course of the year, the Head teacher will consult the admission list and invite the next applicant in the relevant year group. Parents applying for a place in another class will be placed on a waiting list and considered if a place arises.

#### **4 Admission appeals**

- 4.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase above a manageable amount (see 5.1)
- 4.2** If parents wish to appeal against a decision to refuse admission, they can do so if they feel the policy has not been implemented. They should write to the Board of Governors who will assess the application and possibly arrange an independent panel to consider it. However, the Board of Governors decision in this matter is final.

#### **5 Class size**

- 5.1** We teach children (aged four to eleven) in classes that have a maximum number of 30 children. Most classes however will have a smaller maximum number due to our building restrictions.

#### **6 Withdrawal procedure**

- 6.1** Parents will from time to time decide that they would like to leave the school. This will occur for a variety of reasons. In order to ensure the school fulfils its statutory obligations under the DFE Guidance, 'Children missing from Education' Sep 2016, and to safeguard the wellbeing of the child(ren) leaving, the following process will apply. In all instances a child withdrawal from school form will be completed by the school.
- 6.2 Leaving school for secondary school**  
The school office will contact the secondary schools that the child will attend to ensure that the child has started at the school. If the child has changed secondary school parents are required to inform the school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.
- 6.3 Leaving school for another primary school**  
The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) stating the parents wish to leave the school with a minimum of one term notice. The school will make checks to ensure that the child has joined the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.
- 6.4 Leaving school to home school**  
The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) stating the parents wish to 'home school' their child with a minimum of one term notice. The school will then complete an 'Elective Home-Schooling Form' which will be submitted to Waltham Forest council. There may also be additional forms/information required as per LBWF guidelines.
- 6.5 Leaving school due to family relocation abroad**  
The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) with a minimum of one term notice. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.

**6.6 Leaving school before you have attended your first day**

The school will expect all pupils who have applied and completed the registration payment to join the school. Should parents wish to withdraw their child before the child's first day at school, there will be a financial implication to the parent (please refer to the charging policy for more details). The school will also need to be informed where the child will be schooled and will be required to make checks with the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.

**7 Review**

- 7.1** This policy will be reviewed annually by the Board of Governors in the light of any changed circumstances in our school or the local area.