



**Al-Ashraf**  
PRIMARY SCHOOL

**Al-Ashraf Primary School**

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## **ADMISSION POLICY**

**Version:** 11

**Issued Date:** 6<sup>th</sup> Novemer 2016

**Next Review Date:** 1<sup>st</sup> November 2017

**Approved By:** Governing Body, Head Teacher,  
Deputy Head, Nursery Manager and  
Admission Administrator

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## **1. INTRODUCTION**

The aim of Al-Ashraf Primary School is to produce total Muslim personalities through the training of children's spirits, intellect, feelings and bodily senses. Education at Al-Ashraf caters for the growth of students in their entire spiritual, intellectual, imaginative, physical, scientific and linguistic aspects, both individually and collectively. The ultimate aim of Islamic education is the realisation of complete submission to Allah on the level of the individual, the community and humanity at large.

Education has an important role to play in the development of the human personality; it can also influence positively the attitudes, expectations and aspirations of pupils. The effect of parents' attitudes and expectations and those of the wider community cannot be ignored. It is the school's intention to address such a role consciously and systematically.

Al-Ashraf Primary School exists to serve children with varied skills and ability levels. As such, the school does not operate an admissions policy based on ability or aptitude. All children have the right to, and in Islam have a duty to seek out, a full, broad and balanced education. The Islamic ethos of Al-Ashraf Primary encourages all pupils, regardless of social or cultural background, ethnic origin, gender or faith, to obtain the greatest possible benefit from the education on offer at the school.

## **2. APPLICATION PROCESS FOR RECEPTION CLASS**

The Admissions Policy for Reception Class at Al-Ashraf Primary School is operated in two tiers.

Tier-one is offered as a priority admission for children who are enrolled at Al-Ashraf Nursery on the date applications are accepted.

Al-Ashraf Primary School will invite applications from Tier 1 from Mon 14<sup>th</sup> November 2016.

Priority applications from Al-Ashraf Nursery parents to apply for a place in Reception for their child will last for 2 weeks.

Priority applications from Al-Ashraf Nursery will NOT to be accepted after 3:45pm on Friday 25<sup>th</sup> Nov 2016. All Application from this date onwards will be treated as standard.

There is no first come first served basis applied.

Tier-two is open to all parents once Tier-one closing date has passed.

## **3. GENERAL CRITERION**

The following general criterion applies throughout the application process for Tier 1 & Tier 2:

- A maximum of 28 pupils can be entered on roll each year, unless the total school roll does not agree with the maximum number of pupils approved by the DfE. In such cases, the number of spaces available in Reception will be adjusted to meet DfE guidelines. This will be solely at the discretion of the Admission Administrator with advice and support from the School Governing Body.

- Applications must be correctly completed in order to be considered for allocation of a place.
- A correctly completed application is one where the Admission Form has been completed correctly, and the Admission Fee (£50) has been delivered to the Primary School Administration Office (a stamped, signed & dated receipt will be given for parent(s)/guardian(s) record)
- In signing the Admission form, all parents and their enrolled child agree to abide by the contents of this Admission/Attendance Policies and all other policies at Al-Ashraf Primary School. This is non-negotiable.
- Please ensure your child's medical records are entered clearly and correctly on the admission form as we need to ensure the information is accurate. Rest assured the information will be kept confidential and used for medical reasons only.
- Each child's behavioural report will be requested and considered before application is confirmed.
- Each child will be assessed for special needs prior to a successful admission and a report will be compiled and be made available to the School Admissions Office if requested.
- The child meets the capability, age requirements & suitability criteria of the class they will be admitted to, (e.g. parents holding back their children to gain admittance to the school may not be guaranteed a place). See Assessment of Suitability below
- The parents accept their responsibility in sending their child to the school. See Parental Responsibility below.

In the event of over subscription applications will automatically be placed on the waiting list and the following Tier 1 criterion will be strictly applied.

#### **4. TIER 1 CRITERION**

The child's enrolment record will be considered, this will apply for Nursery morning sessions only. From Monday 5<sup>th</sup> September 2016 onwards, children who are enrolled for maximum 15 hours per week (this is normally 3 hours per day over 5 days but this configuration is not necessary) will be given priority over those who are enrolled for less.

The child's attendance record will be considered, this will apply for Nursery morning sessions only. From Monday 5<sup>th</sup> September 2016 onwards children attending Nursery from September should attempt to keep absences to a minimum otherwise they risk losing a space in Al-Ashraf Primary School.

If a child has taken frequent or unexplained leave from Nursery of 2 weeks or longer, then this will severely affect attendance record, i.e. holidays etc, however an illness (with a GP's note) or a single hajj or umrah visit is acceptable.

**We advise you give your child the best opportunity to start at Al-Ashraf Primary School by enrolling them for the maximum hours available and maintaining a good attendance record.**

Following an assessment of enrolment & attendance records the school will then consider the following criteria in order as stated:

- Consideration will be given to registered siblings at Al-Ashraf Primary School when the child starts school (numbers of siblings<sup>1</sup> is not relevant).
- Consideration will be given to registered siblings at Al-Ashraf Secondary Girls School when the child starts school (numbers of siblings is not relevant).
- Consideration will be given to school catchment area (i.e. Gloucester and then working outwards).

<p><b>Tier 1 will start on 14/11/16 and closing date will be two weeks later 25/11/16.</b></p>
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Tier-one will operate for a limited period (of at least two weeks) and during this period only applications that meet Tier-One criteria will be accepted.

## **5. TIER 2 APPLICATION PROCESS**

Tier-two is open to all children regardless of their connection with the Al-Ashraf Nursery/ Primary School or Girls School. Tier-two will operate after the closing date of Tier-one and will invite all parents to apply for a position in Reception class from Monday 28th Nov 2016 and will remain active through to the 1st day of the new school year.

In addition to the general criterion any child from any Nursery may apply.

In the event of oversubscription, applications will automatically be placed on the waiting list and the following Tier 2 criterion will be strictly applied.

## **6. TIER 2 CRITERION**

Consideration will be given to registered siblings at Al-Ashraf Primary School when the child starts school (numbers of siblings is not relevant).

Consideration will be given to registered siblings at Al-Ashraf Secondary Girls School when the child starts school (numbers of siblings is not relevant).

Consideration will be given to school catchment area (i.e. Gloucester and then working outwards).

## **7. WAITING LIST**

Places on the waiting list will be decided upon based on the criteria given above.

The waiting list will be associated with the child's year group depending on his/her age. If a parent so wishes, their child can remain on the waiting list indefinitely and be eligible for a place depending on the age group at the time a position becomes available. Therefore parents need not reapply for the same year group as their child progresses through the normal year group outside of the school.

Whilst a child remains on the waiting list the Admission Fee (£50) will be held with the child's application and will be returned if the school or parent decides the application is no longer suitable.

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<sup>1</sup> Sibling is defined as a (full/adopted/half/step) brother or sister living at the same address where that child will be on the school register in the academic year for which the admission is requested.

For application to year groups other than Reception the school will operate a first come first serve basis.

Whilst your child has been placed on our waiting list we advise you still request a place at state maintained LEA Primary school, preferably before the LEA application deadline date, remembering **NOT** to include Al-Ashraf Primary School in your choices.

## **8. ASSESSMENT OF SUITABILITY**

The assessment on which class a child is suitable for and admitted to is strictly a school decision with support from teacher assessments and/or Nursery reports.

In the interest of fairness to the school and to all the children who attend; a child whose age limit prevents them from qualifying for a first term Reception grant (because they are older child who would not normally attend Reception) will be required to supplement their fees. The amount of the supplement will be joint decision made by Governors on a case by case basis.

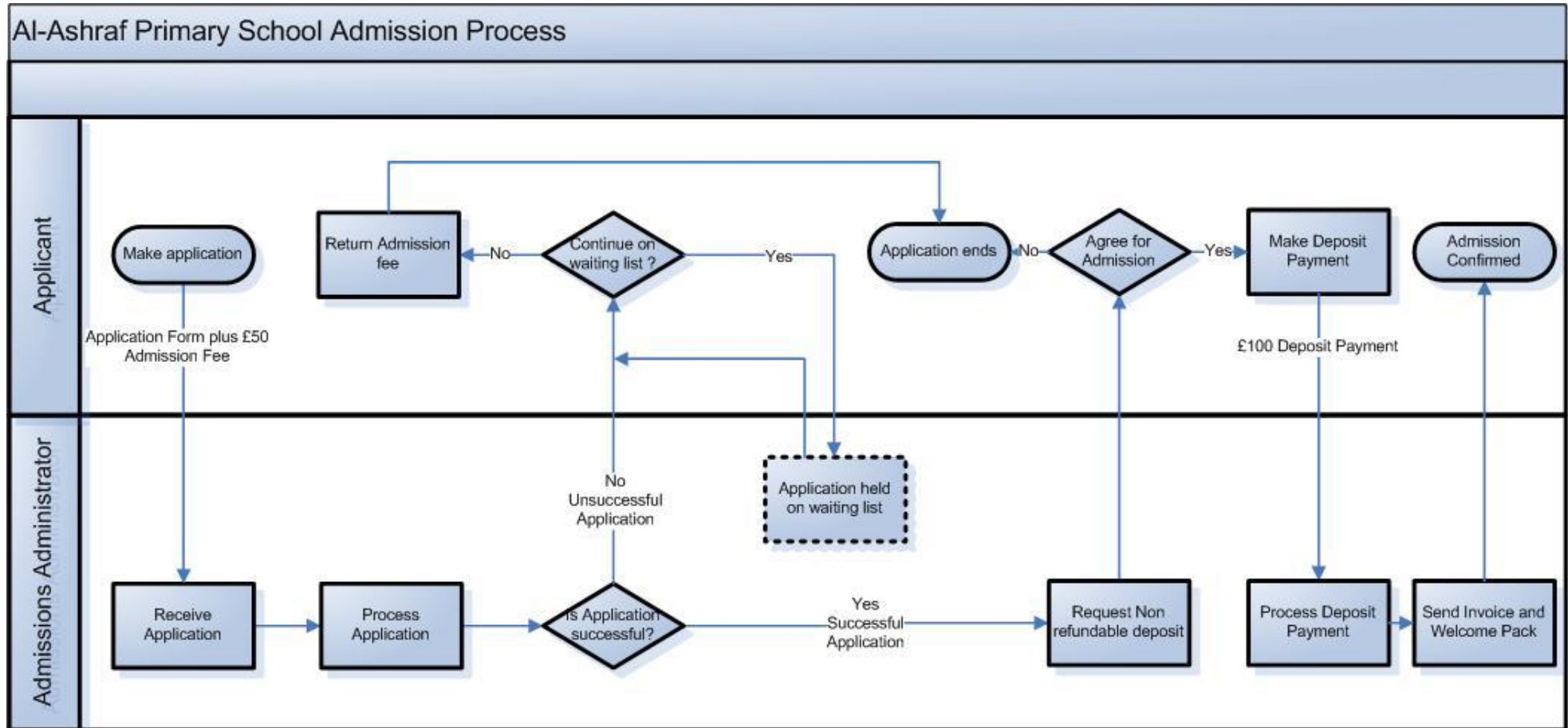
If a child is accepted as a transfer from another primary school, parents are required to provide written information on which school year they are transferring from. On applying to Al-Ashraf Primary School the school will contact a child previous school and obtain behaviour, SEN and other relevant reports.

If a child is enrolled into a year group not appropriate to their age, the school will support the child and advise parents on their options for secondary education, but will not be held responsible or accountable.

If a child is unfortunately deemed unsuitable for Al-Ashraf Primary School, the Admission fee (£50) will be returned and the child's application will end.

## 9. THE APPLICATION PROCESS EXPLAINED

We hope the following flow diagram explains the application process more clearly.





There are two fee points.

**Admission fee:** of £50 will be given at point of application used to assess a child's suitability and will be fully refunded if the school decides the application is not suitable or the parent decides to withdraw their application.

**Non Refundable Deposit:** of a £100 and will be an advance payment towards a child fee for the coming school year. Please note, this deposit is non-refundable to protect your child's place and the school from parents who reverse their decision at a later date

## **10. REMOVING A CHILD FROM THE SCHOOL**

Parents of a child who is already enrolled in the school must notify the school a full 1 term (normally 6 weeks) before the end of the current school year if their child is no longer to be enrolled in the next school year; otherwise they remain liable for current/new school year fee charges (as described below)

Parents of new entrants are required to re-confirm their application before end of the current school year or risk losing their space for the new school year and remain liable for school fee charges (as described below). Parents are required to provide accurate contact details for summer holiday period.

If any parent wishes to remove their child once they have enrolled and been accepted or started school they will immediately become liable to pay fees in accordance with either of the following criteria:

- The parent will be required to **pay 1/3 of annual fees** (relevant to the pupil's enrolled year group), even if the space they vacate CAN be filled by another child.
- The parent will be required to **pay FULL annual fees** (relevant to the pupil's enrolled year group) if the space they vacate CANNOT be filled by another child.
- If however at a later date the vacated space is filled, the school will refund for the period where payment for the child space has incurred double payments beyond 1/3 of annual fees
  - These procedures have been put in place to protect your school from financial difficulties and have been approved by the schools governing body. If parents have concerns regarding these clauses they should arrange an appointment to speak with the chair of governors.
  - Once the school has provided two written requests for payments or fines the school have the right to take legal proceeding to recover costs.

## **11. ENROLLING A CHILD PART-WAY THROUGH THE SCHOOL YEAR**

We understand in some cases parents may not be able to start their child(ren) from the beginning of the school year. On these occasions once a completed application has been received (with admission fee), an assessment will be made of the child(ren) suitability and if a class place exists. Whilst the school will try to accommodate each student where possible, unfortunately enrolment does not guarantee a place. Parents have the option of placing their child(ren) on the admissions waiting list.

Once a child has been offered a place in the school, school fees will be charged on a pro-rata monthly basis (over 10 month) and must be paid in full by end of April, or on enrolment if after April.

## **12. SCHOOL FEES**

School fees are set annually by the School Governing Body with approval from Al-Madani Educational Trust. A discount is applicable for each sibling<sup>1</sup> attending Al-Ashraf Primary School or Al-Ashraf Secondary Girls School.

If your child has one or two older siblings<sup>2</sup> at either Al-Ashraf Primary School or Al-Ashraf Secondary Girls School then this child qualifies for a 25% discount in fees.

If your child has three or more older siblings at either Al-Ashraf Primary School or Al-Ashraf Secondary Girls School than this child and other younger siblings qualify for 50% discount on fees in addition to the 25% discount given earlier.

Each year, there will be a charge towards the Ofsted Inspections. The Ofsted Fees will be divided equally amongst pupils on the school roll. Additionally there may costs for school trips and replacement of reference books.

Regardless of any holidays taken by the students all fees must still be paid in full within 8 months from the beginning (i.e. by April) of the school year.

The school should be notified immediately if fees cannot be paid on time. In the event of not notifying the school and ignoring two written School Fee reminders, the Head Teacher will have a right to enforce permanent exclusion.

Every parent who has a child in years 1-6 is required to give an advance of their school fee of £50 to be made payable within the final two terms of the school calendar year. If the fee is not paid by due date, the Head Teacher has a right to refer the matter to Al-Madani Educational Trust and your child risks losing their place in the school.

Parents who enrol their child part way through the school year must pay fees from the 1<sup>st</sup> of the month of enrolment (on a pro-rata basis over 10 month) and must complete payment by following April or by the end of the school year whichever is earlier.

## **13. PARENTAL RESPONSIBILITY**

The child's parents fully accept the school is a parent led school with parental participation at all levels from organising events; taking part in events; attending meetings; offering their time and expertise and encouraging other parents to do so.

## **14. SPECIAL EDUCATIONAL NEEDS (SEN)**

Unfortunately, due to the additional necessary resources required for those with severe learning difficulties the school would generally not recommend parents admit special needs student at this time. The school operates a policy on special educational needs (SEN) which explains the factors

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<sup>2</sup> Siblings is defined as a (full/adopted/half/step) brother or sister living at the same address where that child will be on the school register in the academic year for which the admission is requested.

affecting SEN admissions. If parents feel their child is in genuine need of SEN the school strongly advise they discuss the matter with the School Principal and Deputy Head.

Due to financial constraints, regrettably the school is unable to accept pupils requiring special care and assistance (inc SEN). This is due to the fact that being an independent school, we cannot access Local Authority funding available to maintained schools

## **15. INFORMING PARENTS**

Al-Ashraf Primary School and Nursery shall jointly arrange parent workshops so that a thorough explanation of Admission Guideline can be provided. These will be group sessions with translators on hand and Q&A's session. Please speak to the Primary School/Nursery Office for details of suitable workshops.

Additionally, there will be on-demand individual parent-to-admissions administrator sessions for specific assessment of your child's success criteria.

It is the school's intention that parents will be informed in writing of a successful (or not) admission by Friday 6<sup>th</sup> January 2017. The final date for LEA admission is Sunday 15<sup>th</sup> January 2017.

**Please do not include Al-Ashraf Primary School in LEA forms.**

Final decision of who is accepted at the school will lie with School Admission Office with support/advice from Al-Ashraf Nursery Manager (where relevant), School Head Teacher & Chair of Governors.

Once your child's application has been accepted a **£100 non-refundable** deposit will become payable by the 31<sup>st</sup> January. This is in order to protect the school from parents who remove their enrolled child without consequence at a late date, thereby preventing any other child from taking that space. If the deposit is not paid by due date, your child's place will be offered to the next child on the class waiting list.

## **16. APPEAL OF DECISION**

The school offers no formal path to appealing decision, however if parents wish to discuss the matter, they may do so at the discretion and agreement of School Admission Officer.

All such matters will be dealt by the School Admission Officer in the first instance and referred to the Head Teacher if necessary.

Whilst the School Admission Officer may advise parents, a final decision will only be taken following consultation from the School Head Teacher & School Chair of Governors. In some cases the matter may be referred up to Al-Madani Educational Trust at the discretion of the Head Teacher.

## **17. KEY DATES FOR PARENT'S CALENDAR**

**Inviting applications from Al-Ashraf Nursery Monday 14<sup>th</sup> November 2016 (Tier1 opens)**

**Closing date for Al-Ashraf Nursery applications Friday 25<sup>th</sup> November 2016 (Tier1 closes)**

**Inviting any applications Monday 28<sup>rd</sup> November 2016 (Tier2 opens)**

**Decision on application given to parents on Friday 6<sup>th</sup> January 2017**

## **18. NOTES**

**Note 1:** Tier 1 open and close dates are agreed each academic year by the governing body and administered by the Al-Ashraf Administration team as advertised in this policy

**Note 2:** This Admissions Policy is subject to change at any time with agreement from the governing body

## 19. VERSION HISTORY

<b>Issue Date</b>	<b>Version Number</b>	<b>Approved By</b>
3/10/2007	1.0	School Principal, Deputy Head Governing Body
3/11/2008	2.0	School Principal Deputy Head Governing Body
5/1/2009	3.0	School Principal Deputy Head Governing Body
3/10/2009	4.0	School Principal Deputy Head Governing Body
9/11/2010	5.0	School Principal Deputy Head Governing Body
7/1/2012	6.0	School Principal Deputy Head Governing Body
12/6/2012	7.0	School Principal Deputy Head Admission Administrator Governing Body, Nursery Manager
23/4/2013	8.0	School Principal Deputy Head Admission Administrator Governing Body, Nursery Manager
28/9/2014	9.0	School Principal Deputy Head Admission Administrator Governing Body, Nursery Manager
5/10/2015	10.0	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager
6/11/2016	11.0	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager