



Al-Ashraf
PRIMARY SCHOOL

Al-Ashraf Primary School

Al-Ashraf Centre

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ADMISSION POLICY

Version: 12.0

Issued Date: 26th August 2017

Next Review Date: 26st August 2018

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

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1. INTRODUCTION

At Al-Ashraf Primary School we aim to provide high quality education in a safe, secure, inspiring and harmonious Islamic atmosphere, where every pupil feels valued, cared and esteemed. We ensure to deeply care for your child/children and nurture their delicate personalities.

We look to instil in our pupils Islamic values, good manners, confidence and a sense of duty and purpose towards the world. We believe this will help them excel spiritually and academically and make positive contributions to tomorrow's society.

At Al-Ashraf Primary School we believe both secular and Islamic education in the modern world has an important role to play in the development of our students; 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 2018

The Admissions Policy at Al-Ashraf Primary School is managed by Al-Ashraf Primary School. Parents/Guardians should always take the questions/concerns to the primary school office; they may refer the matter to the governing body. Al-Ashraf Nursery whilst contributing a child's application process is not in a position to provide any formal details in a child's application.

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 13th November 2017.

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

Priority applications from Al-Ashraf Nursery will NOT to be accepted after 3:45pm on Friday 24th Nov 2017. All Application from this point onwards will be treated as per Tier 2 criterion.

There is no first come first served basis applied at any time.

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 learning and physical assessment report will be requested and considered before application is confirmed.
- The school has the right to request its own independent learning and physical assessment report. The cost & expense of conducting this assessment shall be covered by parents/guardians.
- Unfortunately refusing to allow an assessment to take place will prevent the child's application from proceeding
- Whilst the school will look to keep cost of an assessment to the required minimum, parents or guardians refusing to cover the cost of the assessment will prevent the child's application from proceeding.
- 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 ALL applications will automatically be placed on the waiting list and the following Tier 1 criterion will be strictly applied.

4. TIER 1 CRITERION : PRE SCHOOL SEPT 2017

The child's enrolment record will be considered, this will apply for Nursery morning sessions only. From Tuesday 5th September 2017 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 pre-school sessions only. From Tuesday 5th September 2017 onwards children attending Nursery for pre-school should attempt to keep absences to a minimum otherwise they risk losing a space in Al-Ashraf Primary School.

If a child has taken leave authorised or unauthorised for duration greater than 10 consecutive days such that their Nursery funding is affected, then priority will be given to other students. In such case the school will query the number of occasions this took place and how many days leave each occurrence lasted.

Special consideration can only be given for parent/guardian having to undertake their compulsory Hajj.

If a child has taken unauthorised leave for less than a duration of 10 consecutive days, then priority will be given to other students. In such case the school will enquire number of occasions this took place and how many days leave each occurrence lasted.

We recognise that children at pre-school are on occasion reluctant to attend Nursery sessions; as a result the school is willing to accept a few days of authorised leave in this case. If a child has taken authorised leave for less than a duration of 10 consecutive days then the application to Al-Ashraf Primary School will NOT be affected.

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 siblings¹ is relevant).
- Consideration will be given to registered siblings at Al-Ashraf Secondary Girls School when the child starts school (numbers of siblings¹ is relevant).
- Consideration will be given to school catchment area i.e. the geodesic (straight line) distance between school and child's registered address.

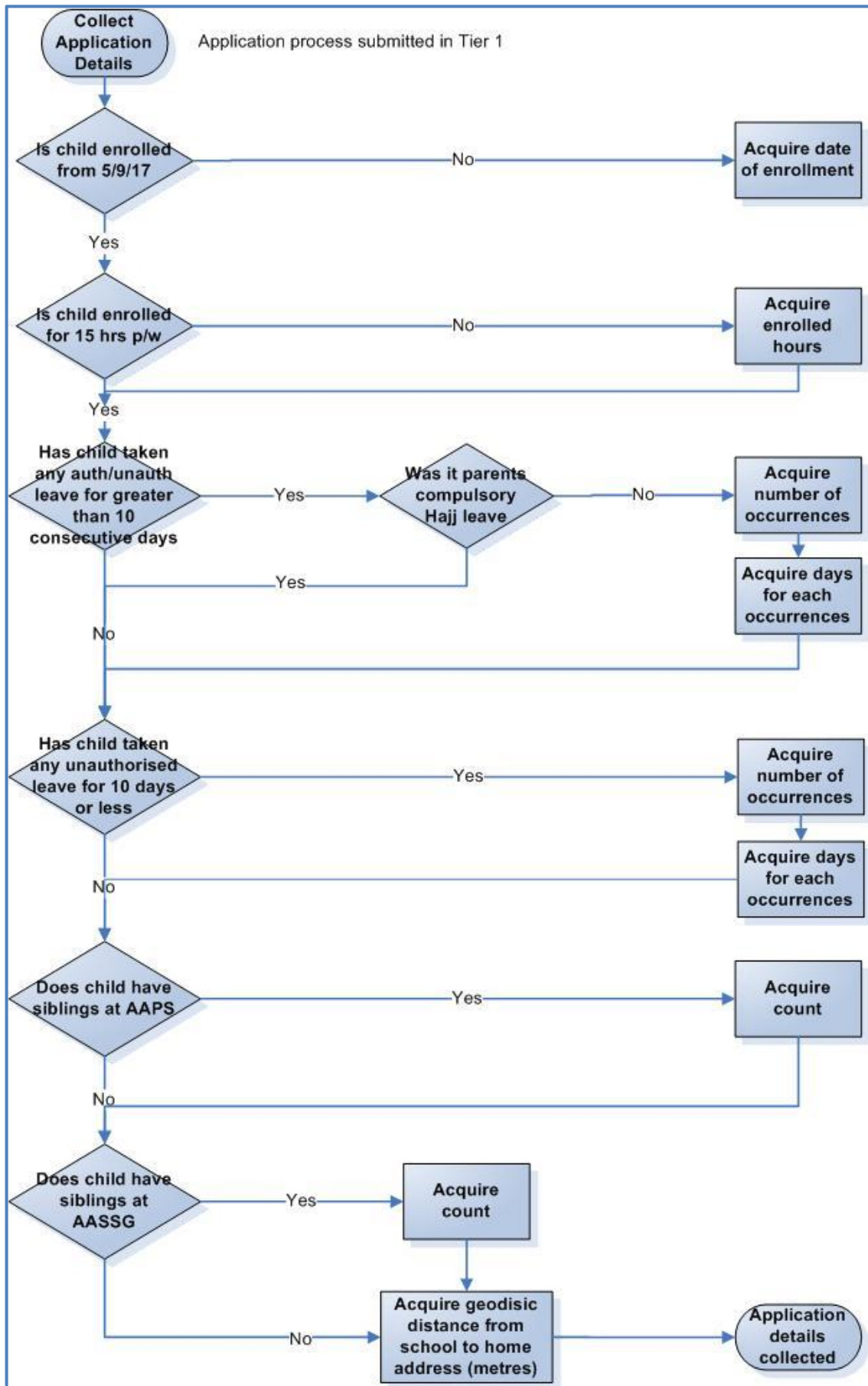
Tier 1 will start on 13/11/2017 and closing date will be two weeks later 24/11/2017.

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.

The diagram below represents the Tier 1 Criteria.

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

5. THE TIER 1 CRITERION EXPLAINED



6. TIER 1 CRITERION: RISING 3'S SEPT 2019

Whilst a child in Rising 3's is considered some time away from being considered for application to Al-Ashraf Primary School, parents and guardians are advised that the primary school will be considering length of enrolment (ie start date) including Rising 3's for September 2019 applications 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 shall not be considered in Rising 3's however a significant break in attendance which results in the child not being able to make full use of their full nursery entitlement shall be taken into consideration.

7. 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 27th Nov 2017 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.

8. TIER 2 CRITERION

Consideration will be given to registered siblings at Al-Ashraf Primary School when the child starts school (numbers of siblings is relevant).

Consideration will be given to registered siblings at Al-Ashraf Secondary Girls School when the child starts school (numbers of siblings is relevant).

Consideration will be given to school catchment area i.e. the geodesic (straight line) distance between school and child's registered address).

9. WAITING LIST

Places on the waiting list will be decided based upon 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.

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.

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

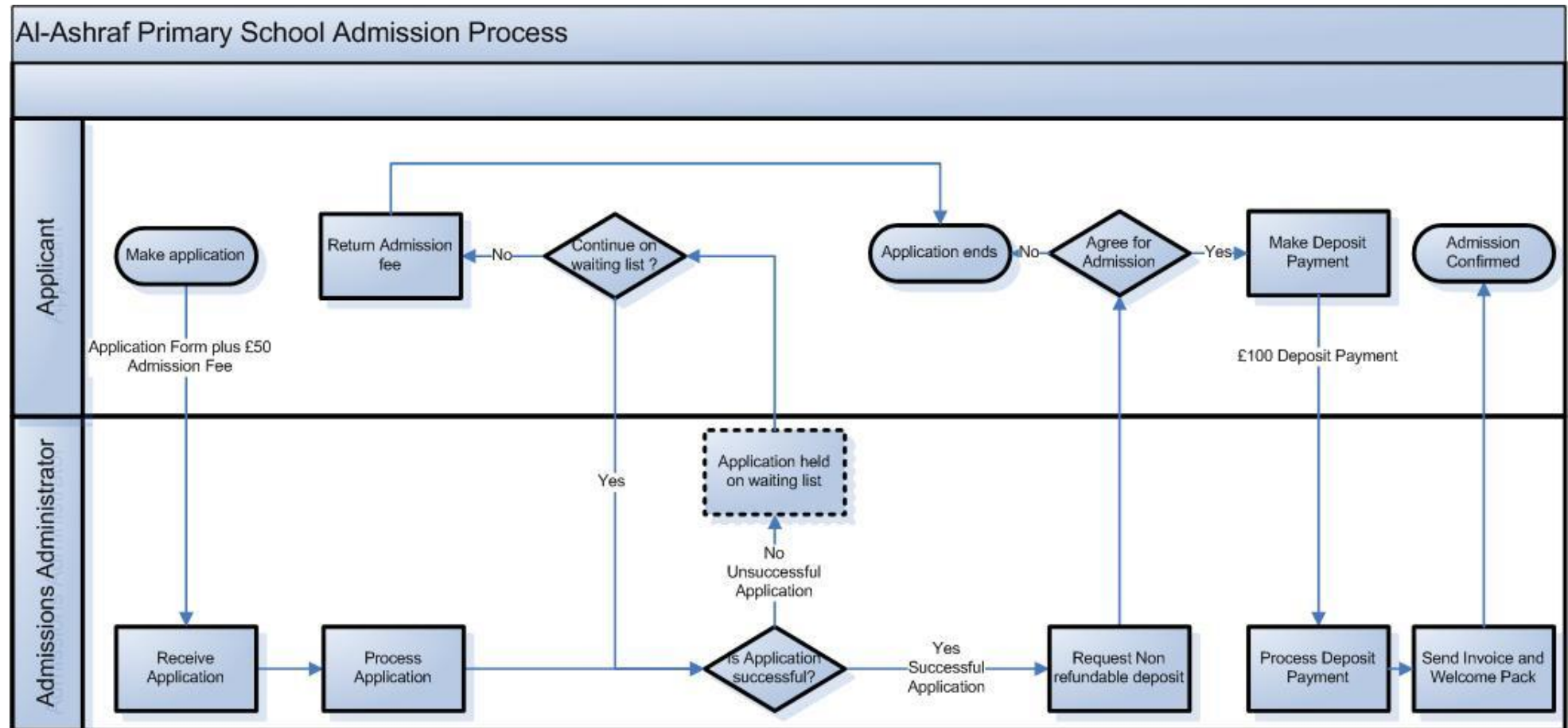
If a child is accepted as a transfer from another primary school, parents are required to provide written information on which school year they are transferring from. On applying to Al-Ashraf Primary School, the school will contact a child's previous school and obtain learning, physical assessment, SEN 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 for the choices made.

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.

11. THE APPLICATION PROCESS EXPLAINED

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



There are two fee points.

Admission fee: The 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: The £100 deposit will be an advance administration payment which will also count towards a child's 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

12. 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.

13. 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)'s suitability 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 class 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 8 months) from the 1st of that month and must be paid in full by end of April, or on enrolment if after April.

14. 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 sibling¹ attending Al-Ashraf Primary School or Al-Ashraf Secondary Girls School.

If your child has one or two older siblings² 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 1st of the month of enrolment (on a pro-rata basis over 8 months) and must complete payment by following April or by the end of the school year whichever is earlier.

15. 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 family members/parents to do so.

16. 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

² 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 Head Teacher 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

17. INFORMING PARENTS

Al-Ashraf Primary School shall 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/ 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 Monday 8th January 2018. The final date for LEA admission is Monday 15th January 2018. **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 31st January 2018. 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.

18. APPEAL OF DECISION

The school offers no formal path to appealing a 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.

19. KEY DATES FOR PARENT'S CALENDAR

This applies to parents who wish to enrol their children into Reception 2018.

Parent workshop Wed 13th September 2017 (so parents are aware of the application process we intend to apply)

Inviting applications from Al-Ashraf Nursery Monday 13th November 2017 (Tier1 opens)

Closing date for Al-Ashraf Nursery applications Friday 24th November 2017 (Tier1 closes)

Inviting any applications Monday 27rd November 2017 (Tier2 opens)

Decision on application given to parents on Monday 8th January 2018

20. 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

21. VERSION HISTORY

Issue Date	Version Number	Approved By
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
26/8/2017	12.0	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager