

Introduction

The purpose of this policy is to make clear the admissions process of the school. We aim to make our Admissions Policy as clear and user friendly as possible. If anything is unclear, please contact us on 020 33271150 to ask any questions. Prospective parents are very welcome to visit the school to get a first-hand feel for the atmosphere and values of the school. Open days are sign posted on the school website calendar and in Newsletters.

Our vision and ethos are underpinned by our Islamic faith which guides our approach to education. We welcome all children from our local community, whatever their background. We aim to provide the highest quality education that meets the spiritual, physical, emotional and social needs of children growing up in today's society. We believe that our curriculum is unique as it not only follows the National Curriculum but it is complimented by the teaching of Islamic and British values. This provides an ideal foundation to meet the demands and needs of an ever changing diverse and dynamic society and world.

Azhar Academy Primary School (AAPS) applies its admissions policy fairly and equally to all those who wish to attend this school. We are an inclusive school that welcomes children from all backgrounds and abilities. This policy takes account of the Education Equality Act 2010 and The SEND Code of Practice 2014 and the Children and Families Act 2014.

How parents can apply for their child to be admitted to our school

Parents must fill in an admission form when they would like their child to start school. An application form is available upon request from the school office or on the school website at www.aaps.azharacademy.org

General details about the registration process are available on the school website and by contacting the school office.

We endeavor to ensure that all applicants and their parent(s)/guardian(s) are fully briefed about what is required. Parents of applicants are informed by an agreed date of the outcome of the application.

Application Process

At Azhar Academy Primary School, we start accepting applications as follows:

Nursery application = Applications will be accepted from when the child turns 2 years old.

Reception Class Applications = Applications will be accepted from when the child turns 3. Please note, a child attending our Nursery does not automatically receive a place in AAPS Reception Class. A new application will need to be made for AAPS Reception Class entry.
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Parent whose application is not successful due to a space not being available, their application will remain on the admissions (waiting) list. If a place does become available, then the next highest application on the list will be contacted.

We always advise parents to ensure they have also applied to local schools via their local authority as we cannot guarantee a place for anyone until the process is completed.

Induction & Assessment Meeting

At the meeting, the following documents must be produced:

1. Child's birth certificate
2. Existing school reports including SEN reports if applicable.
3. Details of any medical conditions (if any) & red medical book
4. Proof of address
5. £100 registration fee for Primary school registrations only (not applicable to Nursery). Payment will not be processed until the offer has been accepted and confirmed.

Assessment tests will take place for children wishing to enroll in Year 1-6. Once the assessment test is complete and a meeting held with parents, a place may or may not be offered to the child.

Criteria for Selection

In the case of the number of applications exceeding the number of places, places will be allocated solely on the over-subscription criteria set out below.

- Children whose parents are employed at Azhar Academy.
- Children who have a sibling at the school or a sibling who is due to be attending the school at the proposed date of admission of the applicant ("Sibling" includes brothers and sisters, adopted brothers and sisters, half brothers and sisters, step brothers and sisters, fostered brothers and sisters living permanently at the same address as the applicant). It does not include cousins or any other relatives.
- For Reception applications, children who attend AAPS Nursery.
- Date application received
- Percentage Attendance & punctuality at an acceptable level:
 - Attendance is between 95-100%
 - Punctuality is between 95-100%

We are unable to advise you on the progress of your application until a place is available.

KS1 and KS2

All children will sit an assessment in English and Maths.

The Headteacher will offer a place based on the following criteria:

- Attendance: Will the child and parent/carer be able to have consistent attendance and achieve a minimum of 95%? This will also be determined from the child's most recent school report.
- Payment of fees: Can the parent, guardian, carer pay the fees on time and by bank transfer, direct debit, or standing order (if paying monthly)?
- Parental Involvement and commitment: Will the child be supported by his/her parents/carers to develop further?

Children with EHCP

Please note that children with an Education, Health and Care (EHC) Plan where Azhar Academy Primary School is the named school will be admitted to the school. The priority order of the oversubscription criteria does not apply to these pupils.

Summer born children

Children born between 1 April and 31 August are known as “summer born children”. Parents who choose to extend their child's time in nursery because they are summer born should note that we do not offer entry into Year 1. A place is only offered in Year 1 if a child leaves Reception class.

Offers and Rejections

Parents will be informed in writing via email when a space is offered. Parents will be expected to respond to the email stating their response and proceed by paying the registration fee by the deadline specified, otherwise the place will be offered to the next pupil.

If a child is offered a space, parents will receive a copy of the schooling agreement that they will need to agree to and sign.

If a pupil is rejected, a rejection letter will be provided and payment of the £100 registration fee will no longer be necessary.

Admission appeals

If parents wish to appeal against a decision where they feel the policy has not been implemented, they can do so by writing to the School Committee who will assess the application and possibly arrange an independent panel to consider the decision. However, the School Committees decision in this matter will be the final decision.

Fees

AAPS Nursery runs 15 & 30 hour (for eligible parents) free Local Authority funded spaces. Private fee-paying spaces are also available for children who have turned 3 but are not eligible for free LA funded spaces until the term after they turns 3. Parents may also pay additional hours privately further to their 15 hours free, if they require full-time spaces.

Children in Reception class will receive subsidised fees after deducting 15 hours funding which every child is entitled to until the age of five.

Reception class pupils, who are in receipt of the 30 hours free childcare funding, may be able to claim for this whilst their child is in our Reception Class, until they turn 5 years of age. If eligible, parents will be issued with a URN code by the Local Authority which they must provide the school in order to get the code validated. Once the code is accepted, annual fees will be re-calculated for Reception class. Parents who are entitled to 30-hour funding will receive a greater subsidy in school fees during their child's Reception class year.

Once an offer is accepted, a non-refundable registration fee of £100 must be paid within a specified time.

School Fees are currently £3,300 per annum. A re-registration fee of £100 will be applicable prior to each academic year your child attends AAPS. This fee confirms your child's seat for the following academic year. Following this, a structured fee letter will be emailed out to the parents confirming the annual fees and payment option available.

Fee Reductions

A sibling discount of £100 will be applicable to one of the sibling's fees.

Fee Payment Methods

Parents can only pay their child's school fees via standing order or BACS. This is an essential provision to ensure good financial management of our cash flow and ensure our teachers are paid on time. Fees will be payable over 10 months of the year. Parents will have the option of paying monthly, termly or annually.

Parents/Guardians are also required to pay additional costs for their child aside from the school fees such as trips, Islamic studies books etc.

Acceptance of a place at the school implies an acceptance of the school policies, procedures & registration forms which are signed by the parent(s)/guardian(s), when a place is accepted.

The school reserves the right to amend its admission policy at any time.

Review

This policy will be reviewed by the school committee in light of any changes of circumstance at the school or the local area.

Last reviewed on:	September 2023
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Next review due by:	September 2024
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