

Al-Noor Primary School Admissions Policy

1 Introduction

1.1 This policy has been developed according to the declared ethos and mission of Al-Noor School and under the guidance of any relevant Independent School standards.

1.2 The Board of trustees of Al-Noor Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. Al-Noor School does not discriminate between applicants on the protected characteristics, in line with the Equality Act (2010). Applicants from all faiths and none are welcome but as a school that has designated religious character, the Admissions selection criteria prefers applicants that share the school's faith values, also in line with the Equality Act (2010).

1.3 Al-Noor Primary is an inclusive school that welcomes children from all backgrounds and abilities.

1.4 All applications will be treated on merit and in a sensitive manner where each applicant's right to confidentiality will be respected, in accordance with the Data Protection Act (1998) and thereafter in accordance with the General Data Protection Regulation (GDPR) (from 25th May 2018).

2 Selection Criteria

2.1 We allocate points on an application form that seeks to determine evidence of all but one of the above criteria. It is our wish to allow all parents a place for their child at Al-Noor School. However, this is not always possible when there is an excess demand on the school places available, in which case we apply the over-subscription criteria as set out in paragraph 6. The admissions policy of the school gives priority to applicants based on the following criteria:

- 2.1.1 Location;
Applications are welcome from families residing in any of the following postcodes; applications from any other postcodes are inadmissible: E11, E12, E13, E18, E6, E7, IG1, IG11, IG2, IG3, IG4, IG5, IG6, IG7, IG8, RM1, RM10, RM11, RM12, RM13, RM2, RM4, RM5, RM6, RM7, RM8, RM9, SE28.
- 2.1.2 Level of commitment to our school's values;
A shared ethos shapes a strong and vibrant school community.
- 2.1.3 Mode of transport to school;
The school encourages the use of "environmentally-friendly" forms of transport to school.
- 2.1.4 Social factors;
We pay heed to applicants demonstrating a need for extra support due to social or domestic problems, as well as applications from members of staff, for whom a sole exception to residential postcode will be made.
- 2.1.5 Children of teachers at the School
- 2.1.6 Siblings of pupils currently attending Al-Noor independent school or Al-Noor Voluntary Aided Primary School gain automatic entry to Al-Noor Independent school provided

there are sufficient places available. If there are more siblings than places available we will apply the oversubscription criteria to allocate places (below). Thus a school place cannot be guaranteed for siblings.

2.1.7 A formal interview for the parents who have the most highly scoring applications.

2.2 The level of ability of a child, or whether s/he has special educational needs or a disability does not play a part in decisions on admissions. Al-Noor Primary will ascertain the needs of disabled children prior to their admission through a Disability Description form which will be given to applicants from whom a completed application form is received, that indicates a disability. It seeks to collect information about the nature of the disability to ensure "reasonable adjustments" are made and the school meets their needs.

3 Admissions Procedure and Timetable

3.1 Application forms can be obtained from the school website (<http://www.al-noor.co.uk/primaryschool/join-us/join-us-admissions>). The school allocates a registration number to the application and acknowledges its receipt within two weeks of receiving it.

3.2 A joint interview for both parents is a mandatory part of the admissions process.

3.3 During the interview a panel comprising of members of the school's admissions team, will ask a small number of questions based around the school's values and the responses assessed. The school will seek to ascertain how much the applicant family shares the aims and objectives of Al-Noor.

3.4 Both interview and form will be scored and determine the final allocation of places to applicants. The school will formally offer a place to the child in writing after the interviews.

3.5 To secure a place parents must sign a form of acceptance and the parental contract for award of school place and pay a refundable deposit of £1000 within two weeks of receiving the offer. This will be refunded within one month of the end of the child's schooling at Al-Noor Primary School.

3.6 Applications will be automatically placed in a waiting list for the appropriate year of entry based on the age of the child prior to the September of admission.

5 Over-Subscription Criteria

5.1 When we have processed the application forms, applying the selection criteria and have two or more application forms awarded equal points, we will separate them by date of application to allocate places.

5.2 Failing to separate application forms applying 6.1, we will allocate places to applicants of the closest home address by measuring the distance to the nearest 0.1km, from their address to the school using the shortest route finder on <https://www.google.co.uk/maps>.

6 Waiting List

6.1 We will keep a waiting list of applicants who are not awarded a school place.

6.2 This will consist of several lists, each in a queue for the appropriate year group of admission. This is based on the age of the child reached before the September of admission of a year group.

- 6.3 The order of each waiting list will be based upon our selection and over-subscription criteria.
- 6.4 If places become available in any class during the year, those places will immediately be offered to applicants on the appropriate class waiting list.
- 6.5 Applicants who turn down an offer of a place will be placed at the bottom of the waiting list unless they show extenuating circumstances have forced them to reject the place. Acceptable grounds include sudden dire financial difficulties or family/social problems. The application forms of such applicants will be placed according to the selection criteria.

7 Withdrawals

- 7.1 All withdrawals must be conducted in line with the school’s contract of admission for award of a place that parents sign on enrolling a child at the school.
- 7.2 Older enrolments that took place without contract are subject to the conditions for the award of a place set out in the application form completed by parents before enrolment.
- 7.3 School administrative procedures for dealing with withdrawals are set out in the school’s Withdrawals policy.
- 7.4 In addition to reasons set out in the school contract of admission and the school application form for enrolment. The school reserves the right to withdraw pupils for any of the following reasons:

- Poor behaviour resulting in temporary exclusion on three or more occasions;
- Incidents of poor behaviour so extreme as to require permanent exclusion as set out in the school’s behaviour policy;
- Dangerous behaviour jeopardising the life of another;
- Poor academic progress due to considerable SEN requiring provision beyond the school’s capability and resources, for example one to one staff support (excluding the need for auxiliary aids and services for disabled pupils);
- Radicalisation, terrorism, criminality or extreme beliefs or practises that risk the safety of others, or may be deemed to lead to terrorist acts, or that may bring the name and reputation of the school into disrepute.

Monitoring and Review

8.1 The Board of trustees annually monitors and reviews the admissions policy through its committee work, checking the admissions process by sampling forms, letters and details on short-listed applicants for the Reception intake and by seeking the views of the headteacher and staff members.

8.2 This policy will be reviewed annually by the Board of trustees, in the light of any changed circumstances in our school, government legislation, or the local area.

Review Date: September 2021

Signed on behalf of the Board of trustees by: _____

Signed: _____ **Date:** _____

Version History

Version Number	Date
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AP.17-18.2	25/01/18
AP.18-19.1	07/2018
AP.19-20.1	07/09/2019