



V1.0

POLICY: CHILD ADMISSIONS

SEPTEMBER 2017

Assunnah Primary School

565A High Road | London | N17 6SB

T: 0208 350 0592

E: admin@assunnahschool.co.uk

W: www.assunnahschool.co.uk

School Manager: Mohamed Yusuf

Head Teacher: Feroz Adam

Deputy Head Teacher: Shiree Alam

CONTENTS

Mission Statement	3
Expectations	3
Purpose.....	3
Introduction.....	4
Our Purpose.....	4
Admissions Process	4
3.1 Stage 1: Application from and supporting documents	4
3.2 Stage 2: Entry Test and Interview	4
3.3 Stage 3: Results Analysis.....	5
3.4 Stage 4: Determining Suitability.....	5
3.5 Stage 5: Offers and Rejections	5
3.6 Stage 6: Acceptance, Registration and Enrolment.....	5
3.7 Stage 7: Finalisation.....	5
Priorities	6
Review	6
Supporting Documents.....	6

Admissions Policy



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Policy Title	Admissions Policy	Review Due	September 2017	Version	3.0
Issue Date	January 2016				

Mission Statement

As-Sunnah Primary school is an independent, selective, faith-based Muslim School. We strive to offer a holistic education cultivating growth along spiritual, moral, emotional, intellectual, physical and communal dimensions. Our aim is to positively orient our students towards realising their full potential as exemplary contributors to our society, in actively promoting fundamental universal values.

We are against radicalisation that leads to unjust acts of violence and the violation of fundamental universal values. We encourage peaceful but effective communication, dialogue and interaction with all parties who are keen to working towards achieving common goals of goodness.

Expectations

The policies for the school are provided by the school leadership comprising of the governors, school manager, headteacher and deputy headteacher.

Assunnah Primary School is a unique Islamic School that is committed to maintaining an environment within the framework of Islamic principles and striving to achieve academic excellence and perfection of character.

In order to achieve this the school leadership expects that all staff, parents and guardians fully comprehend and adhere to the policy in full as specified in their employment contract, terms of agreements and handbooks.

Purpose

In keeping with our ethos this policy serves to ensure that all students are able to learn and develop. The policy represents a framework for all those involved in helping students to develop academically, spiritually and physically. It also acts as a guide for parents and guardians. Our objective is to provide a flexible but balanced curriculum which meets the need of all our students.

Our School Motto is a life long motto which communicates the reality of learning being an application in the wider world, outside of the classroom and the Hereafter. From a young age Islam places emphasis on learning for the sake of this world and the Hereafter and not to be in heedlessness. Allah has told us in the Glorious Quran the rewards of righteous actions:

“And it will be cried out to them: This is the Paradise you have inherited for what you used to do!” (7:43)

There are many examples in the Quran where Allah (swt) links actions to rewards and, we find also in the Sunnah of the Messenger of Allah (saw) the famous narration of being asked about five things on the Day of Resurrection. The last of the five things we will be asked about is as the Hadith states:

“The two feet of the son of Adam will not move from near his Lord on the Day of Judgement until he is asked about five (matters):.....(5) and about that which he acted upon from the knowledge that he acquired”

Here at Assunnah Primary School we see that knowledge must be acted on correctly otherwise it is not of benefit to individuals the community or wider society. We believe that beneficial knowledge needs correct understanding and then the best implementation. This is what we try to inculcate within the character of the children who attend Assunnah Primary.

We are striving to develop an environment which nurtures positive Islamic character and brings about confident leaders of tomorrow

Our Purpose 2

With the above in mind we seek to select highly committed and enthusiastic children and parents who support the Islamic program in pursuit of high academic and spiritual standards. It is with this that we set-out the particulars of the admissions process.

Admissions Process 3**3.1 Stage 1: Application from and supporting documents**

Parents must fill in an application form and submit it to the school’s office with a copy of the following documents:

- Birth certificate or Passport
- Most recent school report
- Details of any medical conditions (if any)
- Proof of address
- Standing Order / Direct debit form
- Registration fee of £200 (£100 for testing and £100 for registration)
- The application form will be checked for correctness and may be returned if sections are not fully complete. Further more you may be asked a series of questions before the form is finalised and submitted.
- Your payment won’t be processed until the offer has been accepted and confirmed

3.2 Stage 2: Entry Test and Interview

If stage one is successfully completed, your child will be asked to sit an entry test to determine their ability in the following subjects:

- Reading
- Writing
- Maths
- Tarbiya

Pupils will then be interviewed to determine the following:

- Learning Attitude
- Cognition & Learning
- Behaviour and maturity

Finally pupils will be checked to ensure their attendance and punctuality is at the acceptable range as follows:

- Attendance is between 95-100%
- Punctuality is between 95-100%

Determining ability allows the school to arrange the level of support the child will need both inside school and outside of school.

3.3 Stage 3: Results Analysis

Results will be collated and analysed to determine suitability.

3.4 Stage 4: Determining Suitability

Assunnah school is determined to ensure that child admissions are fair, clear and not unjustly discriminative. Therefore it is essential to understand that suitability is not based on academic performance, but a combination of factors to determine if the child will be able to perform and develop sufficiently within the provision of the school.

A child **will not** be refused entry based on their academic record but rather suitability is worked out as follows:

- **Distance from school:** will the parent, guardians, carers and child be able to arrive at school on time achieving a minimum of **95%**?
- **Transport to School:** How will the parent bring their child to school. By public transport or by car? Will this impact the achievement of the minimum punctuality of **95%**.
- **Attendance:** Will the child and parent/carer be able to have consistent attendance and achieve a minimum of **95%**?
- **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)?
- **Child's Educational Development:** Has the child and will the child be supported by his/her parents/carers to develop further or is it only the job of the school?
- **Child's learning needs:** Can the child's learning and developmental needs be met by school. Are there enough resources? Or will the child develop better at a different schooling facility?

3.5 Stage 5: Offers and Rejections

- If the pupil is suitable, parents will be contacted and will be offered a place on a one term trial basis.
- Parents will also receive a copy of the schooling agreement that they will need to agree to and sign.
- If necessary further conditions may be stipulated in the schooling agreement that will also need to be agreed and signed.
- Parents will have to confirm their acceptance within ten days in order to secure their place, otherwise the place will be offered to another pupil.
- If the pupil is rejected, a rejection letter will be provided.
- A refund of £100 will be returned since registration is no longer necessary.

3.6 Stage 6: Acceptance, Registration and Enrolment

- Upon acceptance, payment details will be processed
- Pupils will be enrolled and registered into the school
- Parents will receive their parent pack

3.7 Stage 7: Finalisation

After the pupil's first term is complete, a review will be conducted to determine the following:

- Academic progress.
- Behaviour and attitude to school and learning.
- Attendance and punctuality achievements.
- Parental commitment and support.
- Timeliness and responsibility of paying fees.

Priorities	4	During the admissions process, priorities will be given as follows: <ul style="list-style-type: none"> • For year 1, priority is given to pupils from our reception class • Siblings of students already enrolled at the school • Pupils of staff working at the school; • Those parents who are committed to the aims and objectives of the school/school trust and who can fit in with the culture and ways of working of the school.
Commitments to the school	5	Parents are required to follow the school's guidelines on attendance, lateness, uniform, learning and finance. Failure to do so may result in being subject to fines and possible removal from the school. Details of fines are available in the schooling agreement and the parent pack.
Review	6	The governing body reviews this policy every year. However they may review the policy earlier than this when new regulations or guidelines come into effect or if the governing body receives recommendations on how this policy might be improved.
Supporting Documents	7	<ol style="list-style-type: none"> 1. Finance Plan 2. Schooling Agreement 3. Parent Pack