



# ADMISSIONS POLICY

## 2024-2025

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- This document has been approved for operation for - Islamiyah Girls High School
  - Last Reviewed – September 2024
  - Next review – July 2025
  - Review Period – 1 Year
  - Owner – Islamiyah Girls High School
  - Approved By – Governing Body
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# Admissions Policy

## Introduction

Parents and pupil are requested to take an application form from the school office. Complete and return the form to the same office along with 1. your child's Birth Certificate or Passport, 2. School report, 3. Admission fee of £50 to cover the costs of the initial admission online test. The school office will consider the application form and contact parents/guardian to invite the pupil for the preliminary online test and interview. The school staff will carefully consider the test results and the interview outcome, and inform parents/guardians of the school decision. If the application is accepted, the parents/guardian will be requested to pay a non-refundable £100. If the application is rejected and the parents wish to complain about the admission process or procedure, then please collect the complaints form from the school office or see appendix (a) for the form, and return it to the same office at your earliest convenience.

IMPORTANT: Please note that there are 2 entry points for new students wishing to join Islamiyah Girls High School. The first entry point is September and the second is January. Please ensure you apply in advance of these entry points as any late entries may not be accepted.

## Statement of Ethos

1. Islamiyah Girls High School is a Muslim faith school; we aim to provide education for all pupils in an Islamic environment where Islamic doctrine and practice permeates every aspect of the school's activity.
2. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

## Making an Application

3. Islamiyah Girls High School is an independent school and the governing body has responsibility for admissions to the school. We intend to admit upto 50 girls to Year 7 in the school year which begins in September. Priority shall be given to the pupils who are the sibling of the pupils who are already attending the school.
4. Offers will be made at the same time as other secondary school in the area. If places are rejected, they will be notified as soon as possible.
5. Unsuccessful applicants will, if they wish, be placed on a waiting list. The request to be added to the waiting list must be made in writing to the school office. The list will be maintained until 31<sup>st</sup> December following the admission of year 7.
6. Unsuccessful applicants wishing to appeal against the decision, may appeal to the school office. Parents / carers are asked to appeal to the school office within 3 weeks or 10 school days, whichever is longer, of the refusal of the place.
7. "Looked after children" has the same meaning as in S22 of the Children's Act 1989.
8. "Sibling" includes brothers, adopted brothers, half-brothers, fostered brothers and step brothers. In all cases the siblings must be living at the same address as the sibling who attends the school and as the relevant parent/carer. Siblings do not include cousins or any other relatives.

9. "Proximity" and "distance". Whenever distance from the school is a relevant factor, it will be determined by the nearest straight line from the front door of the applicant's home to the entrance to the school on Waterloo St, Oldham. This distance will be measured by the electronic distance programme. Applicants living closer to the school will be preferred over those living further away.

10. In the event of the number of applications exceeding the number of places, the following criteria will be applied in the order set out below.

- a. Looked after Muslim children who meet the religious practice test.
- b. Any other looked after children.
- c. Muslim children who meet the religious practice test and who have a sibling who is due to be attending the school at the proposed date of admission of the applicant.
- d. Muslim children who meet the religious practice test.
- e. Children of other faiths whose application is supported by a minister of religion who confirms that the child regularly practises that faith.
- f. Any other children.

11. In the event of a tie after all other criteria have been applied then the final place will be allocated randomly by way of a lottery observed by an independent person.

#### Process of application

- 1- A completed application form along with a copy of the birth certificate and recent report to be handed into the school. Admission fee of £50 non refundable to be collected
- 2- Pupil will be invited with parents for an interview along with an assessment day (CATS test)
- 3- If successful parents will be notified in writing.
  
- 4- £100 is payable to cover the cost for; uniform, planner, Islamic studies book

**Appendix (a)**  
**Admissions Appeals and Complaints Form**

Students full name: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Applying to year group (please circle):    7    8    9    10    11

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Parent/Guardian contact name: \_\_\_\_\_

Home telephone: \_\_\_\_\_ mobile: \_\_\_\_\_

Email: \_\_\_\_\_

2. Parent/Guardian contact name: \_\_\_\_\_

Home telephone: \_\_\_\_\_ mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please give as much information about your case, please continue on another page if necessary. Once completed, please return it to the school office.