



## Admissions Policy

*With reference to -*  
The Equality Act 2010  
Human Rights Act 1998  
SEND Code of Practice, September 2014  
Keeping Children Safe in Education September 2016  
Keeping Children Safe in Education Part 1 September 2016  
The Education (Pupil Registration) (England) Regulations 2006  
The Education (Pupil Registration) (England) (Amendment) Regulations 2013 (SI 2013/756)

### Introduction

Alamiyah School welcomes parents from all sectors of the community and aims to encourage applications from pupils with diverse backgrounds. Interested parents are invited to view the website and register their interest. All interested parents will be invited to an open day to visit the School and to meet the Principal or Headteacher in order to gain an understanding of our ethos, values and educational approach. Parents and pupils form the backbone of the school, which is why parental support for our vision is essential to build a harmonious and united school community.

### Aims

We aim to ensure that:

- all parents have access to information about the admissions procedure prior to registration
- the admissions process is inclusive and non discriminatory
- the process of registration of pupils on the waiting list & selection criteria are transparent
- Clear protocols are in place regarding admissions records and submissions to the Local Authority



## **Approach**

### **Equal Opportunities**

Information about Alamiyah School is accessible in written and spoken form and where appropriate translation is provided if available into other languages. Where necessary we will try to provide the information by other means e.g. through signing or through the use of an interpreter.

Alamiyah admits pupils in a fair way regardless of their gender, special educational needs, disabilities, background, ethnicity, or competence in spoken English. Staff at Alamiyah School understand that it is unacceptable to discriminate against, harass or victimise a pupil or potential pupil in relation to admissions and in any way during their time at the school. Places will be open to families from any background regardless of the race, sexual orientation, age, disability, religious belief, sexual reassignment, pregnancy, maternity, civil partnership or marriage<sup>1</sup> as applicable to the parents, guardians, carers, the pupil or any members of the pupil's family or any other specific factors that may result in discrimination.

### **Special Educational Needs and Disabilities**

The School will not discriminate in any way. We will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs or disabilities (SEND) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate such children. Nevertheless, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Principal at the enquiry stage and no later than at Registration. Parents should provide a copy of an educational psychologist's report or a medical report if they have one at this stage.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if s/he becomes a pupil at the School. In addition to these arrangements, and at the parent's request, further additional support funded by the parent may be

---

<sup>1</sup> Protected characteristics according to the Equality Act 2010



deployed to assist the child to make more rapid progress.

As appropriate, the School will assist parents where learning differences are developing to the extent the child is unable to make good progress, in their application to the local authority (LA) for an Education, Health and Care Plan (EHCP).

### **Pupils with EHC Plans**

Once the LA has agreed that a child is best placed at Alamiyah under Statement or EHCP, it will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan. Where there are additional costs to the School over and above LA funding, the School will require parents to meet these additional costs.

### **Commitment to the School's Values and Beliefs**

The school does not select for entry on the basis of religious belief. However Islamic Values are central to the school and infuse every aspect of School life so it is important that families support these values and are happy to implement them in the home. Our school values underpin all that we do, and we expect everyone to adhere to the school rules which we believe are universal to all people and to participate in the all aspects of school life. Our assemblies, celebrations and prayer at school are part of the underpinned values of the school and all pupils are expected to attend although personal participation is voluntary and would never be enforced and personal beliefs and values of pupils and parents are valued and respected.

### **Commitment to Montessori Education**

The Montessori system is innovative and works differently to mainstream education. The approach covers all aspects of a child's life which includes parenting, discipline, routines, diet, values and beliefs. This requires families to be supportive of Montessori values and principles live in harmony with these principles in the home.

The Montessori Method is also a longitudinal approach, so it is important that pupils stay for the long term to take full benefit. Withdrawal of a pupil when they are school age must be planned carefully to ensure that the transition to another system is managed well.

Alamiyah School's priorities regarding admission are therefore identified below:

- We seek families who support Montessori education, Positive Discipline and Islamic Values



and implement these Principles within their homes.

- We seek parents who would like their child/children to benefit from the whole 3 to 12 year cycle within Montessori Education and show commitment to this.

At Alamiyah, we are seeking to nurture Montessori classes that reflect a range of abilities and interests. We aim to support pupils regardless of their needs, attainment and rates of progress. As a small school with limited resources and funds, there are occasions when we simply cannot cater for a particular pupil's needs. In these cases it is important pupils are placed in schools which can best cater for them and support any specific needs which they may have.

## **Selection Criteria**

### **Children's House (Nursery)**

In accordance with the Montessori principles of the school, there are no academic selection criteria since each child is an individual and is understood to have a unique starting point and rate of development. Each pupil at the Nursery and School will have a personalised learning plan based on their development.

At an introductory visit for the parent and prospective pupil, the teachers observe the child in the montessori classroom environment to see if there may be any significant needs that should be discussed prior to the child being considered for a place.

Any pupil requiring a place in the Nursery will be given priority if:

- their sibling is already attending Alamiyah School
- the parent is a staff member
- the parents are committed to the vision of the school
- the parents are committed for their child to stay till 11 years old

### **Children's House (Reception and Year 1)**

Any pupil requiring a place in Reception/Year1 will be given priority if:

- the pupil is already attending Alamiyah in Children's House
- their sibling is already attending Alamiyah School



- the parent is a staff member
- parents are committed to the vision of the school
- parents are committed for their child to stay till 11 years old.

### **Selection Criteria Elementary Class (Year 1-4)**

We do not select according to ability. However it is important that we are able to meet the needs of all children and that we are supported by the family of the child. It is also important that a balance of ages and abilities are maintained within each class.

### **Admissions to the School**

We usually encourage parents to enrol their children into the nursery in children's house at age three in order to lay a strong foundation for their later learning. We expect pupils to work their way up through the school into the elementary class.

Children entering the school need to turn 3 years old before the start of their first term. Pupils can only be admitted from the day of their 3rd birthday since Alamiyah School is registered to provide education and care to pupils age 3-9 years old. Funding can be accessed by the school on the pupils behalf from the term after pupils turn 3 upto the term after they turn 5 years old. Children entering the school should be dry and be able to use a toilet with assistance. Pupils should not start the school in nappies or pull-ups although each case and surrounding circumstances will be considered individually. No child will be discriminated against for this reason. Each family will be supported and children and parents/carers will be assisted to enable children to meet this important milestone.

### **Waiting List**

Alamiyah employs a waiting list for those pupils for whom there is not an immediate place to offer. There are a number of steps that need to be completed to gain entry to the Alamiyah School (ASC) Waiting List. Initially, when a parent expresses an interest in a school place, their child will be placed on a Pre Registration List. If a parent decides that they would like a place for their child they will be asked to complete registration to join the waiting list. At Alamiyah, the waiting list is



arranged according to entry bands:

1. BAND A	Nursery	3-4 year olds
2. BAND B	Reception	4-5 year olds
3. BAND C	Year 1	5-6 year olds
4. BAND D	Year 2 -4	6-9 year olds

Children are entered onto the waiting list according to their age which determines the entry band that they are placed in. Pupils are admitted into the school from the top of the waiting list according to whether there are current vacancies in their BAND. There are a limited number of places in each band to balance out the age groups at the school.

## **Admissions Process**

The admissions process to the school is outlined briefly below:

1. Registration for a Place
  - a. fill in pupils details to register interest
  - b. pay registration fee
  - c. visit the school
  - d. fill in and sign registration form
2. Offer of a Place
  - a. pay deposit
  - b. Sign Parent Partnership Agreement outlining the school's Terms and Conditions
3. Enrolment
  - a. fill in enrolment paperwork
  - b. documents/photos checked and filed
  - c. pupil induction visit
  - d. long term medication/spare clothes brought in

### **1. Registration for a School Place**

If a parent is interested in a place at the school for their child, they will be advised to:

- Register their child's details with the school online on the school website
- Attend open day or visit the school without child(ren) (visits by appointment)



- Fill out and sign the school registration form during the open day/visit
- Pay a £50 non refundable admin fee
- Attend an interview with their child

Registration of a child as a prospective pupil does not secure a place at the school but does ensure that child will be considered for selection by placing them on the waiting list.

Prospective pupils are placed on the ASC Waiting List in the correct band (as outlined in the waiting list section above) after completion of registration. Once a child is on the waiting list they are ready to be given a place as soon as places open up. If a vacancy opens up in a band, then the parents of the first child in the band will be contacted to offer them a place.

The school may process personal data about parents and children as part of the admissions process. This includes storing and handling sensitive personal data such as medical details and administering the school's selection procedures. Parents will be asked to completing a form consenting to the processing of the parents and their child's personal data (including sensitive personal data) for these purposes. (Please refer to the school's data protection and confidentiality policies)

## **2. Offer of a Place**

If your child is the first on the waiting list in a particular band they will be offered a place as soon as a vacancy arises. At this point an offer will be made as close to the preferred number of sessions and days of attendance that were requested by the parent on registration as possible. Sessions can only be offered subject to availability. In order to facilitate a high level of education and care at age 3, each child must be enrolled for a minimum of five sessions a week. After accepting a place the pupil will start enrolment which is the last step in the admissions process.

Upon acceptance of a place:

- a £250 deposit is payable.
- Parent Partnership Agreement must be read and signed by both parents
- Terms and Conditions must be read and signed by both parents

## **Deposit**

The deposit will be returned during the last term of attendance at Alamiyah, provided that the



school has been given a full term's notice of withdrawal.

## **Alamiyah School Parent Contract**

The School's Parent Partnership Agreement outlines the School's Terms and Conditions and is the basis of the contract that parents have with Alamiyah School and which parents are asked to retain for their records. Taking a place at Alamiyah School automatically indicates an agreement to the terms and conditions of the school. The School reserves the right to change the Parent Partnership Agreement and the Terms and Conditions at any time. The School will endeavour to provide 1 term's notice to parents in this event but there may be occasions when this is not possible. Any changes made to these Terms are reflected in the School's Update Section on the website and communicated to parents via email.

### **3. Enrolment**

Enrolment is completed in four stages. Three stages will be completed the term before a pupil is due to start. The final stage will be complete on the pupil's first day.

#### **Stage 1 Paperwork Visit**

The first stage is to attend an appointment to verify ID documents, submit pupil photos and authorised persons photos and complete statutory paperwork.

- 1) Original Photo ID for both Parents/Guardians, e.g. Driving Licence, Passport;
- 2) Original 2 Proofs of Address dated within the last three months, e.g. Utility Bills, Bank Statements;
- 3) Original Long Birth Certificate - with the name of both parents on it and the child's date of birth;
- 4) 4 recent passport photos of your child with their full name written on the back;
- 5) 2 passport photos of each parent and each additional person authorised to pick up your child, with full name of your child and the relationship of the person to the child written on the back;
- 6) Bring names and contact numbers of people authorised to collect your child for a record of authorisation form (authorising adults to collect your child);
- 7) If any long term medication is needed, a letter from your GP explaining the condition, dosage of





medication and a healthcare plan for your child if applicable;

### **Stage 2 Introductory Visit**

Stage two is for both parents and child to attend Alamiyah School for an Introductory Visit. The purpose of this visit is for the child to meet with their teachers; be given a tour of the classroom; and try a few activities to familiarise themselves with the classroom and teachers.

### **Stage 3 Payment of Fees**

The third stage is to pay the full fees for the term if applicable. An invoice is sent out which also confirms each pupil's booked sessions.

### **Stage 4 Bring in Listed Items on the First Day**

- Spare Clothes
- Indoor Shoes
- PE Kit
- Long Term Medication if applicable

## **Admissions from Nursery to Reception and Reception to Year 1**

Parents must apply to continue their child from Nursery into Reception or Reception to Year 1 by the end of the first half of the Autumn Term (Term 1)

- during the year prior to their child's reception year for reception admissions or
- during the year prior to year 1 for year 1 admissions.

Continuation from the nursery to reception or reception to year 1 is not necessarily guaranteed to those children in reception or year 1 for a number of reasons provided below. All applications for progression to Reception and Year 1 will be considered carefully. Existing pupils are given priority and are more likely to get a place.

Reasons for not being offered a place are provided below:

- Contravention of the Parent Partnership Agreement



- Behaviour (without special educational need) which requires one to one support
- Severe Special Educational Need which requires specialist equipment/staffing
- Learning difficulty that requires continuous one to one support.
- No places in the Elementary due to limited capacity

Alamiyah makes a commitment to all pupils who have been admitted into Year 1. Pupils in Year 1 will be provided with a school place till the end of Primary School.

### **Withdrawal from the School**

If a child needs to be withdrawn from the School, **one term's notice is required by the last day of the previous term.** If one terms prior notice is not given, the termly tuition fee will be billed to the parent or guardian and the £250 deposit will not be returned.

If a parent/guardian would like to decrease the number of sessions booked, notice must be provided by the last day of the previous term. This must be done in writing via email to [admin@alamiyahschool.org](mailto:admin@alamiyahschool.org). If notice is not provided by this date the parent/guardian will be liable for the full fees and will not have the deposit refunded.

If a parent/guardian would like to increase sessions or swap days and times, we will endeavour to accommodate these needs subject to availability. However once the register has been fixed, there is often little room for change.

We hope that parents and pupils do not have any complaints about the School's admissions process, however should an issue arise a copy of the School's complaints procedure is available on the school website.



## **Admissions Register**

By law all schools must maintain an admissions register. Once a pupil has been admitted and a start date agreed, they are placed on the admissions register. All pupils at Alamiyah are placed on the admissions register at the start of the first day that the pupil will attend the school.

The admissions register is a legal document which must be updated as soon as we have been informed of a change to ensure that the register is accurate and up to date at all times. The attendance registers are monitored daily alongside the school's admissions register which is monitored every time a change is made to prevent any child from going missing from education. Parents are therefore requested to inform the school prior to the change taking effect or within 24 hours of the change.

### **Aim of register**

**Method of making an entry:** For the admission register all entries shall be made in ink.

**Register Content:** The **admission register** will include the following:

- The pupil's name in full
- The pupil's sex
- The pupil's date of birth
- The day, month and year of admission or re-admission to the school
- The name and address of the school last attended, if applicable
- The pupil's current address with date they started living at that address and date they stopped living there if they change address during their time with us
- The pupil's new address if they move house with start date
- The name and address of every person known by Alamiyah School, to be a parent/legal guardian of the pupil. Since we know the address of the pupil and both parents separately it will be clear who the child lives with
- At least one telephone number of each of the parents/carers and guardians. We aim to take a work, home and mobile number for each parent to ensure that emergency contact can be made with the parent.
- Change in address for each parent
- Name and address of next school
- Date from which the pupil will be attending the new school



The School will notify the LA within 5 days of adding a pupil to the admissions register. All the information held in the register will be provided for each pupil.

### **Amending Registers**

Every amendment made in the admission or the attendance register shall include: the original entry, the amended entry, the reason for the amendment and the date it was made and the name or title of the person who made the amendment.

### **Deletions from Admission Report**

The name of a pupil should be deleted from the admission register on the following grounds only:

- 1 The pupil ceases to attend the school and no longer resides at a reasonable distance from the school at which he is registered;
- 2 The pupil is registered at more than one school and has ceased attending Alamiyah School and the other school at which the pupil is registered has given consent to the deletion;
- 3 In the case of a pupil granted a leave of absence and (i) the pupil has failed to attend school within ten school days immediately following the expiry of the period for which such leave was granted. (ii) Alamiyah School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause and (iii) both Alamiyah School and the LA have failed to ascertain where the pupil is;
- 4 A medical officer has certified the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
- 5 The pupil has been continuously absent from Alamiyah School for a period of not less than twenty school days and – (i) at no time was his absence during that period authorised by the proprietor in accordance with our attendance and punctuality policy, (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) both the



proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

- 6 The pupil is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of the period;
- 7 The pupil has died;
- 8 The pupil will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend school;
- 9 The pupil has been permanently excluded from Alamiyah School;
- 10 The pupil has been admitted to Alamiyah School to receive nursery education, which he has not on completing such education transferred to a reception, or higher class at the school;
- 11 The pupil is registered at Alamiyah School in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the LA on the ground that arrangements have been made for the pupil to receive efficient full-time education suitable to his age, aptitude and ability otherwise than at school;
- 12 Where it has been agreed that the pupil should be registered at more than one school, in a case not falling within the above point 11 or the Dual Registration section of this policy, that he has been registered as a pupil at another school;
- 13 In a case not falling under point 11 above, the pupil ceases to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;
- 14 In the case of a pupil at a school other than a maintained school, an Academy, a city technology or arts college, that he has ceased to be a pupil of the school;



A pupil who becomes a registered pupil at a special school shall not be removed from the admission register of Alamiyah School without the consent of the LA, or if the Local Authority refuse to give consent, without the direction of the Secretary of State. The school will notify the LA when a pupil's name is to be deleted from the admissions register under one of the grounds for deletion at the point of deletion and no later, unless the pupil has completed their final year at the school.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register

The school will highlight to the LA where we have been unable to obtain necessary information from the parent. If pupils destination school and address is not known. The school will provide any contextual information appropriate to be known for any child who may have left the school to ensure the safety and protection of each child. Alamiyah will check the lost pupil database if it is unknown which school the pupil may be coming from. At Alamiyah we use a secure method of sharing sensitive data with other schools when a pupil moves school.

For a pupil not of compulsory school age deletion will occur when:

- 1 the pupil has failed to attend the school,
- 2 the pupil has been continuously absent from the school for a period of not less than twenty school days and (i) the absence has not been agreed by the proprietor; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the



proprietor has failed, after reasonable enquiry, to ascertain where the pupil has died.

3 that the pupil has died.

4 the pupil has been admitted to Alamiyah School to receive nursery education and he has not, on completing such education, transferred to a reception, or higher, class at the school.

5 the pupil has been permanently excluded from the school.

**In regards to Pupil Registration it is to be noted that:**

- A pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences.
- 'reception' children are admitted to a mixed age class of 3-6 year olds from nursery till year 1.
- The permanent exclusion of a pupil does not take effect until the relevant person has stated in writing that no appeal will be made, the timeframe for lodging an appeal has expired and no appeal was made during that time or the appeal was brought within that time was determined or abandoned.

**Dual Registration of children with no fixed abode**

This relates to a pupil who has no fixed abode for the reason that his parent is engaged in a trade or business which requires them to travel from place to place and is at the time registered as a pupil at two or more schools.

The name of a pupil should not be deleted from the pupil's school of ordinary attendance. A school is a pupil's school of ordinary attendance if, during the immediate preceding 18 months, it is the school which the pupil has attended during periods when his parent is not travelling in the course of trade or business.

**Inspection of Registers**

The admission and attendance register shall be available for inspection during school hours by any of Her Majesty's Inspectors of Schools in England, any additional inspector assisting the Chief Inspector.



## **Extracts from registers**

The persons authorised to inspect the registers above are permitted to make extract from those registers for the purposes of their functions under the Education Acts.

## **Returns**

Alamiyah School has a legal duty to report certain attendance issues to the LA. This includes a return giving the full name and address of every registered pupil of compulsory school age who fails to attend the school regularly, a pupil has unauthorised absence of 10 days and deletion from the school register when the reason is not known. In the event of the latter case, Alamiyah School will report this as soon as possible to the local authority in which the pupil lives.

No return needs to be made in regards to a pupil's absence from Alamiyah School due to the pupil attending another school at which he is a registered pupil. Any period during which the pupil was attending an approved education activity, as defined in contents of attendance register.

The proprietor of Alamiyah School shall make a return to the LA for every pupil who meets the criteria in section Deletions from Admission Register and specifically points 1, 4, 6, 9, 13 and 14.

## **Electronic Admissions Register**

At Alamiyah the admissions register will be maintained electronically. In order to meet the regulations related the the admissions register we will do the following:

- An additional back-up copy of the admission register will be made as a printed copy monthly (which will be counted as an ink entry) and retained for a period of three years after the end of the academic year of the entry.
- All persons authorised to inspect and take extracts from the admission register will be permitted to inspect and take extracts from those registers kept by means of a computer and the additional back-up copies.
- Any correction to an original entry in the electronic admissions register is made in a new row under the original entry. All entries will be dated, the name and title of the person entering the data will be entered along with the reason for the amendment.





## **Archive of Registers**

At the end of the school year, we archive both the admissions and attendance registers and store them for a minimum of three years after the end of the year.

## **Monitoring arrangements**

The data collected from the register will be analysed on a regular basis. This data will be evaluated and, further action taken, as appropriate.

This policy was adopted at a meeting at Alamiyah School

Held on: .....

Signed on behalf of the Alamiyah School: .....

Date of Review: July 2018