

Bismilahir-Rahmanir-Rahim

IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS)

Admissions

We Learn, We Lead, We Inspire

Review Date.....3rd June 2017

Signature 

Frequency of ReviewAnnual.....

Next Review DateJune 2018.....

IQRA ISLAMIC PRIMARY SCHOOL

Policy on Admissions

1 Introduction

- 1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004 which was revised in February 2012.

2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that we do NOT exceed 630 (whole school), with a maximum of 30 per class. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant.
- 2.5
- 2.6
- 2.7 In line with this school's admissions policy, as are any special needs the child may have.

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

- 3.1 Our school is a Voluntary Aided school, and it determines its OM1 admission arrangements in consultation with the local authority (LA).
- 3.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The LA will notify parents and carers of the decision as soon as all the applications have been considered.
- 3.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early September (i.e. when the autumn term begins.) Therefore, parents and carers who would
- 3.4
- 3.5 their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the fixed end of year by the LA.

4 Admissions appeals

- 4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase above 30 in each class.
- 4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the school (there is an appeal form on the school website). An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004, revised in February 2012)

5 The standard number

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 630. We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Sizes of classes for infants

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 Monitoring and review

- 7.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum
- 7.2 The policy will be reviewed every year. Or earlier in the light of any changes circumstances, either in our school or in the local area.

Signed:

Date:

Slough Islamic School (VA) IQRA

Admission Policy Slough Islamic School 2014

Additional/Supplementary Forms

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

Where a pupil has a Statement of Special Educational Needs naming the school, the school will admit the pupil whether there are places available or not. All other applicants will be allocated according to the published Admissions Policy.

In the event of the school being oversubscribed the Governors will consider applications in the following priority order:

1. Looked after children
2. Children of staff members
3. Children from a Muslim background (up to 75% of the intake)
4. Children from a non-Muslim background (up to 25% of the

intake) Within categories 2 & 3 applicants will be prioritised as follows:

- (a) Children who have an older brother or sister at the school when the applicant is due to be admitted.
Siblings: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling
- (b) Children who have medical or social needs and whose application can be supported in writing by the relevant professional such as a social worker GP
- (c) Children who live in the catchment area of the school, which includes all Slough wards
Distance: Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority
- (d) All other applicants

If places cannot be offered to all in one of the categories above then places will be offered to the applicants in that category who live closest to the school.

A guide to Iqra Slough Islamic Primary School Admission Appeals

How do I submit an appeal?

The clerk will acknowledge receipt of your appeal form within 15 working days.

If you do not hear anything within that time, please telephone 01753 520018 option 2 for the office, to check that the form has been received.

A copy of your appeal form will then be sent to the admission authority (Iqra) who will prepare a statement detailing how the school's admission criteria have been applied and the reasons for not offering your child a place at your preferred school.

The admission authority also supplies to the Clerk copies of any relevant previous correspondence, including your application form, if applicable. All this information will be circulated to you and the Panel before the hearing.

You can submit written material in support of your appeal up to the appeal date, although it would be helpful if you submit the material as early as possible.

You will receive ten school days' notice of the date and time of your appeal. You will be informed of the venue and the procedure to be followed at the appeal. You will also be sent a copy of the admission authority's statement before the hearing.

Who sits on an Appeal Panel?

Panels are made up of three members. None of the Panel will have any connection with the school you are appealing for, the school that you have been allocated or will have been involved in the original allocation decision.

Who attends the appeal?

You have a right to attend the hearing and it is very helpful if you can attend to put your case. A friend or another family member may also attend to support you or help you put your case. Legal representation is seldom required and you should be aware that the Panel is unable to pay any of your costs.

If you decide not to attend the hearing and do not request an alternative time or date, your appeal will be heard in your absence based on the written material you have submitted.

A representative from the admission authority Iqra School, sometimes supported by the school's Headteacher, attends to put the school's case.

The clerk to the Appeal Panel will be present throughout the hearing. The Clerk has no role in the decision making process but is an independent source of advice and takes a note of proceedings.

What will happen at my appeal?

Hearings should be as informal as possible but the normal procedure is as follows:

- I. The chair will welcome you to the appeal, outline the procedure and introduce to you the other Panel Members, the admission authority's representative and the Clerk.
- II. The admission authority's representative will begin by explaining why your child has not been offered a place at your preferred school. If you or the Panel wish to ask any questions on what has been said this is the time to do so.

- III. The Chair will then ask you to put your case. You will be given as much time as you need and it is important that you tell the Panel everything that is relevant to your case. The Panel and the admission authority's representative will then ask you questions on what you have said.
- IV. The Chair will give both parties the opportunity to sum up their case before being asked to leave the room.
- V. The Panel will then discuss the appeal in private and come to a decision which will be recorded by the Clerk.

Appeals are timetabled and every effort is made to keep to your appointed time. Please note that there is occasionally some delay if previous appeals have taken longer than expected.

How is the decision made?

Infant class size appeals - Reception, Year 1 and Year 2

The School Standards and Framework Act 1998 states that there cannot be more than 30 pupils in an infant class (Reception, Year 1 or Year 2). In most cases, the admission authority will have refused to admit your child because to do so would cause a class to breach the legal limit of 30. If yours is an infant class appeal, this will be explained in the papers circulated before the hearing. If you are unsure, contact the Clerk.

It is important to note that for this type of appeal, the powers of the Appeal Panel are extremely limited and Panel Members are only allowed to consider strict criteria as set out by the Appeals Code.

An infant class appeal may only be allowed if any of the following criteria apply:

- a) The admission of your child would not breach the legal limit
- b) The admission criteria were not lawful
- c) The admission criteria were incorrectly or impartially applied and your child would have been offered a place if they had been correctly and impartially applied.
- d) The decision to refuse was not one which a reasonable admission authority would have made in the circumstances of the case.

The threshold for finding that the decision to refuse admission was not one that a reasonable authority would have made.

To find a decision 'unreasonable', the panel would consider that, given all the information available to the admission authority at the time *"no sensible person who had applied his mind to the question could have arrived at it"*.

It is only in rare cases that an Infant Class Appeal is allowed.