

# **IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS)**

## **Admissions Policy 2021/2022**

We Learn, We Lead, We Inspire

Review Date..... 26<sup>th</sup> February 2021 ...

Signature .....



.....

Frequency of Review .....Annual.....

Next Review Date ..... 26<sup>th</sup> February 2022 ...

## **Iqra Slough Islamic Primary School Admissions Policy**

### **School Year 2021/2022**

#### **Introduction**

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.

#### **Reception Admission Arrangements**

**Published Admission Number** - The School's Published Admissions Number (PAN) agreed for admission to the Reception Year is 90. If no more than 90 applications are received for admission to the Reception Year, all applicants will be offered places.

#### **Applying for places**

Children will be admitted to the Reception Year at the beginning of the Autumn Term before their fifth birthday. Parents must apply online to the LA. Go to <https://www.slough.gov.uk/school-admissions> and follow the instructions on screen. The application must be submitted to the LA to meet the published deadline. Details of all the applications made will be submitted to the school by the LA

#### Admission Policy – Slough Islamic Primary School 2021/2022

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.

Oversubscription criteria: - When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), the Governors will allocate places according to the Admissions Criteria below, which will be applied in the order of priority shown, and will advise the Local Authority (LA) of the children that they propose to admit.

##### 1. Looked after children

Please note that adopted children must be looked after by an English or Welsh Local Authority. Places will be allocated under this criterion when places are first offered.

##### 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

#### Supplementary Information Form

The School's Supplementary Information Form for In Year admissions will be available from the school office and should be completed and returned to the school office with the supporting documents.

#### In-year applications

In year applications are welcome direct to the school and these are co-ordinated by Iqra school. The admissions criteria detailed in this policy remain the same for in-year admissions.

#### Waiting List

The LA maintains a waiting list (when appropriate) for those children whose applications for a reception place have not yet been considered and for those who are not offered a place. All other waiting lists are maintained by the school. The order of priority on the waiting list is determined using the admissions criteria given above. No account will be taken of length of time on the waiting list, so it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time.

Iqra will no longer operate a rolling waiting list effective 20<sup>th</sup> July 2022 as instructed by the Local Authority's. A new waiting list will be created at the start of the new Academic School Year and a new Supplementary Information Form **must** be completed and returned to the school office with the supporting documents.

#### A Guide to Iqra Slough Islamic Primary School Admissions Appeals.

#### **How do I submit an appeal?**

Given the current Coronavirus epidemic Iqra school is mindful of the Department for Education's advice on how to conduct appeals. The DFE advise schools to consider virtual hearings or written representations. The Governing body of Iqra has decided to offer appellants the choice as to which option they wish to use. The DFE temporary regulations allow for appeals to be conducted in the follow manner:

- (a) appeal hearings to be conducted remotely (that is, by telephone or video conference)
- (b) appeals to be determined on the basis of written submissions only

You will need to select either option (a) or (b) above and confirm which of the options you have selected when you submit your appeal.

#### **Deadline for Appeals**

**Reception Appeals:** 13<sup>th</sup> May 2022 (20 days from the "National offer date")

### **In-Year appeals (appeals outside the co-ordinated admission round)**

Appeals lodged outside the normal admission round will be heard within **30 school days**, following the receipt of the appeal form.

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, to check that the form has been received.

A copy of your appeal form will then be sent to the admission authority (Iqra School) 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 10 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.

If one of the three panel members withdraw the panel can continue the hearing and conclude with two.

### **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 Head teacher, 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:

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.

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 a question on what has been said this is the time to do so. 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.

The Chair will give both parties the opportunity to sum up their case before being asked to leave the

room. 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 1398 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:

1. The admission of your child would not breach the legal limit
2. The admission criteria were not lawful
3. 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.
4. 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.



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Fernside  
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**T:** 01753 520018  
**E:** office@iqra.slough.sch.uk  
**www.iqraprimary.com**  
Head Teacher  
Dr M Maher

## IQRA PRIMARY SCHOOL

### ADMISSION FORM

ADMISSION NO.....

ADMISSION DATE.....CLASS.....

Child's SURNAME..... M/F.....  
(male/female)

FIRST NAME.....

CHOSEN NAME .....

ADDRESS .....

HOME

POSTCODE..... TELEPHONE .....

D.O.B. ..... (position in family----/----)

Documents required: (Birth Certificate. ....) (passport.....) (Proof of Address)

YOUNGER BROTHERS/SISTERS

Name.....M/F.....D.O. B.....

Name.....M/F.....D.O. B.....

Name.....M/F.....D.O. B.....

Name.....M/F.....D.O. B.....



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#### BROTHERS/SISTERS AT IQRA SCHOOL

Name..... Class.....

Name..... Class.....

#### PARENT INFORMATION

##### FATHER

Surname..... First Name.....

##### MOTHER

Surname..... First Name.....

#### LEGAL GUARDIAN - STEP/FOSTER/ADOPTIVE PARENT - COURT ORDER DETAILS:

.....

.....

FATHER'S PLACE OF WORK.....

Telephone No.....

MOTHER'S PLACE OF WORK.....

Telephone No.....



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EMERGENCY CONTACT:

Name/relationship.....Number.....

DO YOU HAVE ACCESS TO THE INTERNET..... DO YOU HAVE A COMPUTER OR LAPTOP..... Your e-mail address.....

IF UNEMPLOYED - Do you receive INCOME SUPPORT/CHILD TAX CREDIT.....

(yes/no)

DOCTOR'S NAME.....

ADDRESS.....

DOES YOUR CHILD HAVE ANY MEDICAL PROBLEMS? .....

.....  
DOES YOUR CHILD SUFFER FROM ANY CHRONIC/SEVERE ALLERGY (e.g. nuts, wasp stings etc) whereby he/she may require a life-saving injection whilst in school?

Cause of allergy.....

Antidote drug.....

This information will be treated in the strictest confidence and in no way jeopardises the provision of a place for your child. However, failure on the part of the parent to disclose this information will mean that the County Council will not accept liability for your child if a severe reaction occurs whilst he/she is in school.

DO YOU FEEL YOUR CHILD NEEDS ANY SUPPORT IN CLASS OR IN ANY SUBJECT



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YES/NO .....

PREVIOUS SCHOOL DETAILS

Name of School/Nursery.....

Address.....

Telephone Number.....

Date of Starting..... Date of Leaving.....

We are required to ask you for the information below. You are not obliged to provide it but your voluntary co-operation would be appreciated.

Was your child born outside of the United Kingdom? Yes / No

If yes, please give date of arrival in the UK and place of birth.

Place of birth..... Date of arrival in the UK.....

TRAVEL TO SCHOOL BY: Walk..... Car/Van.... Bus.... Cycle.... Taxi.... Car Share....

**RELIGION**

Buddhist.... Hindu.... Jehovah.... Muslim.... Sikh.... Christian.... Anglican..... Baptist....

Methodist.... Roman Catholic.... United Reformed Church.... None....



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Unclassified/Other..... (please state)

**LANGUAGE SPOKEN AT HOME**

Arabic.... Bengali... Cantonese.... English.... Gaelic.... Greek.... Gudjurathi.... Hindi....

Italian.... Panjabi.... Portuguese.... Spanish.... Turkish.... Urdu....

Other..... (please state)

**CHILDS ETHNIC ORIGIN (please tick one)**

**WHITE**

British.... Irish.... Traveller of Irish Heritage.... Gypsy/Roma....

Any other white background..... (please state)

Italian.... White Western European.....White Eastern European.....

White Other..... (please state)

**MIXED**

White and Black Caribbean.... White and Black African.... White and Pakistani....

White and Indian.... White and Any Other Asian Background.....

Any Other Mixed Background..... (please state)



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**ASIAN OR ASIAN BRITISH**

Indian.... Other Pakistani.....Bangladeshi.... African Asian....

Other Asian..... (please state)

**BLACK OR BLACK BRITISH**

Caribbean..... Somali..... Other Black African....

Any Other Black Background..... (please state)

**OTHER**

Chinese.... Any Other Ethnic Background..... (please state)

Translation Required: YES/NO Language.....

SIGNATURE..... DATE.....

(parent/guardian)

**Visits within the locality**

To enhance the children's curriculum, we occasionally need to visit areas within the locality of the school e.g. to the local shops etc. These trips would be in either small groups or as a whole class and would be well supervised the adult/pupil ratio is as follows:

Reception = 1:4   Years 1 & 2 = 1.6   Year 3 = 1.8   Years 4, 5 & 6 = 1:10

I give my permission for my child to be taken on trips to areas within the locality of the school, either in small groups or with the whole class.

Signed..... Parent/Guardian Date.....



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**Parental permission**

Would you please write below the names of two adults who have your permission to collect your child from school

1.....Relationship.....Tel No.....

2.....Relationship.....Tel No.....

Signed..... Parent/Guardian Date.....

**Internet permission**

I give permission for my child to use the internet in a responsible manner under supervision of the class teacher.

Signed.....Parent/Guardian Date.....



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**SCHOOL STANDARDS AND FRAMEWORK ACT 1998  
APPEAL AGAINST ADMISSION DECISION  
VOLUNTARY AIDED SCHOOLS**

|                  |           |
|------------------|-----------|
| FOR OFFICIAL USE | ACK. SENT |
| DATE REC         | APPEAL NO |
| SCHOOL           |           |

Please complete the form using **black** ink if possible.

|                                  |  |                  |             |
|----------------------------------|--|------------------|-------------|
| PUPIL'S SURNAME<br>(Family name) |  | DATE OF<br>BIRTH |             |
| PUPIL'S FIRST<br>NAMES(S)        |  | SEX              | MALE/FEMALE |
| PRESENT OR LAST<br>SCHOOL        |  |                  |             |
| ALLOCATED SCHOOL                 |  |                  |             |

Do you have any other children? If so, please indicate their names, ages and school they attend or are allocated.

|      |               |                            |
|------|---------------|----------------------------|
| Name | Date of birth | School attending/allocated |
|      |               |                            |
|      |               |                            |

Does your child have a statement of special educational needs? YES/NO

|   |  |
|---|--|
| If your child has been permanently excluded more than once, please give date of last exclusion. |  |
|---|--|

**PARENT/GUARDIAN**

|                       |            |         |
|-----------------------|------------|---------|
| TITLE                 | FIRST NAME | SURNAME |
| RELATIONSHIP TO CHILD |            |         |
| CURRENT ADDRESS       |            |         |
| TELEPHONE NUMBERS     | HOME       |         |
| MOBILE                | WORK       |         |
| EMAIL                 |            |         |

**IF YOU ARE MOVING HOUSE**

If you are in the process of moving house and this forms part of the reason for your appeal you should forward proof of change of contracts for your new property or proof of residence for your new address to the clerk as soon as possible.

|                      |  |
|----------------------|--|
| ADDRESS              |  |
| TELEPHONE NUMBER     |  |
| EXPECTED MOVING DATE |  |



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#### GROUNDS/REASONS FOR SUBMITTING THE APPEAL

Please indicate below your reasons for appealing. You may attach additional sheets to this form. Any letters you have already sent to the clerk concerning your appeal will be attached to this form and circulated to the Appeals Panel. If medical or social grounds form part of the reason for your appeal it will be helpful to your case if you could provide written evidence from the professional person involved. The School cannot contact Doctors, Education Welfare Officers or Social Workers in these matters.

|      |  |           |  |
|------|--|-----------|--|
|      |  |           |  |
| DATE |  | SIGNATURE |  |

Please select either hearing option (a) or (b).

- (a) appeal hearings to be conducted remotely (that is, by telephone or video conference)
- (b) appeals to be determined on the basis of written submissions only

**Please return this form marked private and confidential to:**

Clerk to the Appeal Panel  
Iqra Primary School  
Fernside  
Off Wexham Road  
Slough  
SL2 5FF

**Appeals Monitoring Data – Iqra Primary School Admission Appeal**

Ref: \_\_\_\_\_

The School is committed to ensuring that its services are delivered fairly to everyone in the town. For this reason, you are asked to provide the information below so that statistical data can be gathered for monitoring purposes. The information will be treated as confidential, will be separated from the rest of the form on receipt and will not be seen by the Panel hearing your appeal.

I would describe my child's ethnic origin as:

Black African  Black Caribbean  Black Somali

Indian  Pakistani  Mirpuri Pakistani

Bangladeshi  Sri Lankan  Mixed Ethnic Origin

White and Pakistani  White UK European  Other European

My child is registered disabled: Yes  No

My child is a: Boy  Girl