



**Al-Ashraf**  
PRIMARY SCHOOL

**Al-Ashraf Primary School**

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# ADMISSION POLICY

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**Approved By:** Executive Head Teacher, Deputy Head,  
Governing Body

## **CONTENTS PAGE**

<b>CONTENTS PAGE</b> .....	<b>2</b>
<b>1. INTRODUCTION</b> .....	<b>3</b>
<b>2. APPLICATION PROCESS FOR ACADEMIC YEAR SEPTEMBER 2019: YR 1-6</b> .....	<b>3</b>
<b>3. WAITING LIST</b> .....	<b>4</b>
<b>4. ASSESSMENT OF SUITABILITY</b> .....	<b>4</b>
<b>5. RECEPTION ADMISSIONS FOR ACADEMIC YEAR 2019</b> .....	<b>5</b>
<b>6. RECEPTION ADMISSIONS FOR ACADEMIC YEAR 2020</b> .....	<b>5</b>
<b>7. REMOVING A CHILD FROM THE SCHOOL</b> .....	<b>7</b>
<b>8. ENROLLING A CHILD PART-WAY THROUGH THE SCHOOL YEAR</b> .....	<b>7</b>
<b>9. SCHOOL FEES</b> .....	<b>7</b>
<b>10. PARENTAL RESPONSIBILITY</b> .....	<b>8</b>
<b>11. SPECIAL EDUCATIONAL NEEDS (SEN)</b> .....	<b>8</b>
<b>12. INFORMING PARENTS</b> .....	<b>8</b>
<b>13. APPEAL OF DECISION</b> .....	<b>9</b>
<b>14. VERSION HISTORY</b> .....	<b>10</b>

## 1. INTRODUCTION

At Al-Ashraf Primary School we aim to provide high quality education in a safe, secure, inspiring and harmonious Islamic atmosphere, where every pupil feels valued, cared and esteemed. We aspire and ensure we deeply care for your child/children and nurture their delicate personalities.

We look to instil Islamic values, good manners, confidence and a sense of duty and purpose towards the world in our pupils. We believe this will help them excel spiritually and academically and make positive contributions to tomorrow's society.

At Al-Ashraf Primary School we believe both secular and Islamic education in the modern world has an important role to play in the development our students; it can also influence positively the attitudes, expectations and aspirations of pupils. The effect of parents' attitudes and expectations and those of the wider community cannot be ignored. It is the school's intention to address such a role consciously and systematically.

Al-Ashraf Primary School exists to serve children with varied skills and ability levels. As such, the school does not operate an admissions policy based on ability or aptitude. All children have the right to, and in Islam have a duty to seek out, a full, broad and balanced education. The Islamic ethos of Al-Ashraf Primary encourages all pupils, regardless of social or cultural background, ethnic origin, gender or faith, to obtain the greatest possible benefit from the education on offer at the school.

## 2. APPLICATION PROCESS FOR ACADEMIC YEAR SEPTEMBER 2019: YR 1-6

The Admissions Process is managed by Al-Ashraf Primary School. Parents/Guardians should always take their questions/concerns to the primary school office in the first instance.

The following admission process only relates to the admission of existing pupils at Al-Ashraf Primary School who will be moving into Years 1 to 6 in September 2019.

1. The admission process described below will be used to select children for the composite classes model in cases where there are more children than spaces.
2. Each composite class is restricted to a total of 25 children per class.
3. The Trust will review this limit based on the staffing levels and range of needs within the classroom and may opt to increase if needs be. Every effort will be made to accommodate the children currently attending Al-Ashraf Primary School.
4. All commitment slips received before the deadline of 13th of March 2019 will get priority over those handed in or edited after the deadline.
5. For the parents who handed in or edited the commitment slip after the 13th March deadline, we will treat their deposits on a first come, first served basis, per class. The sooner the deposit is paid, the greater the likelihood of their child(ren)'s space being confirmed.
6. Children with siblings entering Reception in September 2019 will be given preference over the first come first serve system (mentioned in Point 5 above).
7. Each class referred to above relates to the year group and not the composite class.
8. All parents will need to return the deposit (£250) to the Primary School Administration Office by 15:30 on the 2nd of May 2019 in order to secure their children's place.

9. Any parents whose deposit has not been received by 15:30 on the 2nd of May 2019 will lose any priority privilege they may have received previously.
10. The deposit will be taken away from the total fee amount due.
11. Fees can be paid by 3 options:
  - a. Monthly standing order: For monthly payments the total left will be divided by 10 months and payments will have to be made as a standing order from June 2019 to March 2020.
  - b. Termly cash payments: For termly payments the total left will be divided by 3 and payments will be accepted in June 2019, October 2019 and February 2020.
  - c. Upfront full payment: The total left will payable in June 2019. This can be paid by bank transfer (using your child's name as reference) or cash.
12. Persistent failure to pay each installment may endanger your child(ren)'s place at the school.
13. Cash payments will no longer be accepted for monthly payments.
14. Cash payments (termly and upfront) for termly payments will incur a £20 charge per transaction.

### **3. WAITING LIST**

Places on the waiting list will be decided based upon the criteria given above.

The waiting list will be associated with the child's year group depending on his/her age. If a parent so wishes, their child can remain on the waiting list indefinitely and be eligible for a place depending on the age group at the time a position becomes available. Therefore, parents need not reapply for the same year group as their child progresses through the normal year group outside of the school.

If a child is placed on the waiting list due to over-subscription, and the parent's subsequently decide to take their child out of Al-Ashraf, the £250 deposit will be returned to the parents. Any future applications will be treated as a new admission.

Whilst your child has been placed on our waiting list, we advise you still request a place at state maintained LEA Primary school

### **4. ASSESSMENT OF SUITABILITY**

If a child is accepted as a transfer from another primary school, parents are required to provide written information on which school year they are transferring from. On applying to Al-Ashraf Primary School, the school will contact a child's previous school and obtain learning, physical assessment, SEN and other relevant reports.

If a child is enrolled into a year group not appropriate to their age, the school will support the child and advise parents on their options for secondary education but will not be held responsible or accountable for the choices made.

If a child is unfortunately deemed unsuitable for Al-Ashraf Primary School, the Admission fee (£50) will be returned and the child's application will end.

## **5. RECEPTION ADMISSIONS FOR ACADEMIC YEAR 2019**

Admissions have been processed as stated in the School's Admission Policy V13.0. A copy of this can be requested from the school office. Where parents have paid a £100 confirmation fee, their child's place in Reception is secured. The £100 deposit will be an advance administration payment which will also count towards a child's fee for the coming school year. Please note, this **deposit is non-refundable** to protect your child's place and the school from parents who reverse their decision at a later date.

Tier 2 will remain open until July 2019.

## **6. RECEPTION ADMISSIONS FOR ACADEMIC YEAR 2020**

This information is under review and will be updated in time for the admission cycle which commences in November 2020.

[PLACEHOLDER FOR RECEPTION 2020 FLOW DIAGRAM]

## 7. REMOVING A CHILD FROM THE SCHOOL

If any parent wishes to remove their child once they have enrolled and been accepted or started school, they will immediately become liable to pay fees in accordance with either of the following criteria:

- The parent will be required to **pay FULL annual fees** (relevant to the pupil's enrolled year group) if the space they vacate CANNOT be filled by another child.
- If the space the child vacates CAN be filled by another child, parents will be required to pay a part of the fees depending on when the child leaves school:
  1. If the child leaves in Term 1 or 2: parents will be liable to pay 1/3<sup>rd</sup> of the fees.
  2. If the child leaves in Term 3 or 4: parents will be liable to pay 2/3<sup>rd</sup> of the fees
  3. If the child leaves in Term 5 or 6: parents will be liable to pay the full fees.
- If however at a later date the vacated space is filled, the school will refund for the period where payment for the child space has incurred double payments beyond 1/3 of annual fees.
- These procedures have been put in place to protect your school from financial difficulties and have been approved by the schools governing body. If parents have concerns regarding these clauses they should arrange an appointment to speak with the chair of governors.
- Once the school has provided two written requests for payments or fines, the school have the right to take legal proceedings to recover costs or to pass this onto a debt collection agency.

## 8. ENROLLING A CHILD PART-WAY THROUGH THE SCHOOL YEAR

We understand in some cases parents may not be able to start their child(ren) from the beginning of the school year. On these occasions, once a completed application has been received (with a £50 admission charge), an assessment will be made of the child(ren)'s suitability if a class place exists. Whilst the school will try to accommodate each student where possible, unfortunately enrolment does not guarantee a place. Parents have the option of placing their child(ren) on the class admissions waiting list.

Once a child has been offered a place in the school, school fees will be charged on a pro-rata monthly basis (over 8 months) from the 1<sup>st</sup> of that month and must be paid in full by end of April, or on enrolment if after April.

## 9. SCHOOL FEES

School fees are set annually by the School Governing Body with approval from Al-Madani Educational Trust. The fees for the academic year 2019-2020 have been set at £2000 per child. A 50% discount is applicable for the 3<sup>rd</sup> sibling attending Al-Ashraf Primary School only.

Each year, there will be a charge towards the Ofsted Inspections. The Ofsted Fees will be divided equally amongst pupils on the school roll. Additionally, there may be costs for school trips and

replacement of reference books. The school is looking into making these payments more efficient for the next academic year. We will notify you once these arrangements have been confirmed.

Regardless of any holidays taken by the students all fees must still be paid in full

- within 10 months from June 2019 to March 2020,
- in 3 termly payments in June 2019, October 2019 and February 2020
- by paying the fees upfront in June 2019.

The school should be notified immediately if fees cannot be paid on time. In the event of not notifying the school and ignoring two written School Fee reminders, the Head Teacher will have a right to enforce permanent exclusion.

For the academic year September 2019, every parent who has a child in years 1-6 is required to give an advance of their school fee of £250 per family to be made payable by 2<sup>nd</sup> May 2019. If the fee is not paid by the due date, the Head Teacher has a right to refer the matter to Al-Madani Educational Trust and your child risks losing their place in the school for the new academic year.

Parents who enrol their child part way through the school year must pay fees from the 1<sup>st</sup> of the month of enrolment (on a pro-rata basis over 8 months) and must complete payment by following April or by the end of the school year whichever is earlier.

## **10. PARENTAL RESPONSIBILITY**

The child's parents fully accept the school is a parent led school with parental participation at all levels from organising events; taking part in events; attending meetings; offering their time and expertise and encouraging other family members/parents to do so.

## **11. SPECIAL EDUCATIONAL NEEDS (SEN)**

In line with the Equalities Act 2010, the school will consider all applications including applications from Special Educational Needs & pupils with disability. They may be supported through a Special Fund SEN fund established by the school proprietor (Al-Madani Educational Trust). Pupils not having SEN or learning difficulties but with below average levels of attainment in English, Maths or Science, pupils requiring MyPlan's or additional out of class support will be also be considered for admission. Parents may be asked to make contributions towards the costs of any additional support.

The school's decision will be final in this regard and will be considered on a case by case basis.

## **12. INFORMING PARENTS**

It is the school's intention that parents will be informed in writing of a successful (or not) admission by 8<sup>th</sup> May 2019. Once your place is confirmed on the 8<sup>th</sup> of May, the £250 deposit will become non-refundable. If you withdraw your children from the school for the next academic year after the 24<sup>th</sup> May 2019, then you will become liable to pay the full fees as described in section 7.



### **13. APPEAL OF DECISION**

The school offers no formal path to appealing a decision, however if parents wish to discuss the matter, they may do so at the Primary School Office.

Whilst the School Admission Officer may advise parents, a final decision will only be taken following consultation from the School Head Teacher and the Chair of Governors. In some cases the matter may be referred up to Al-Madani Educational Trust at the discretion of the Head Teacher.

## 14. VERSION HISTORY

Issue Date	Version Number	Approved By
3/10/2007	1.0	School Principal, Deputy Head Governing Body
3/11/2008	2.0	School Principal Deputy Head Governing Body
5/1/2009	3.0	School Principal Deputy Head Governing Body
3/10/2009	4.0	School Principal Deputy Head Governing Body
9/11/2010	5.0	School Principal Deputy Head Governing Body
7/1/2012	6.0	School Principal Deputy Head Governing Body
12/6/2012	7.0	School Principal Deputy Head Admission Administrator Governing Body, Nursery Manager
23/4/2013	8.0	School Principal Deputy Head Admission Administrator Governing Body, Nursery Manager
28/9/2014	9.0	School Principal Deputy Head Admission Administrator Governing Body, Nursery Manager
5/10/2015	10.0	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager
6/11/2016	11.0	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager
26/8/2017	12.0	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager
06/06/2018	12.1	Head Teacher, Deputy Head Admission Administrator Governing Body, Nursery Manager
17/10/2018	13.0	Head Teacher, Deputy Headteacher, Governing Body
04/04/2019	14.0	Head Teacher, Deputy Headteacher, Governing Body
25/04/2019	14.2	Deputy Headteacher, Governing Body