Al-Ashraf Primary School
Al-Ashraf Centre
Stratton Road
Gloucester
Gloucestershire
www.al-ashraf.org.uk

Al-Ashraf Primary School Admission Policy

The aim of Al-Ashraf Primary School is to produce total Muslim personalities through the training of children's spirits, intellect, feelings and bodily senses. Education at Al-Ashraf caters for the growth of students in their entire spiritual, intellectual, imaginative, physical, scientific and linguistic aspects, both individually and collectively. The ultimate aim of Islamic education is the realisation of complete submission to Allah on the level of the individual, the community and humanity at large.

Education has an important role to play in the development of the human personality; it can also influence positively the attitudes, expectations and aspirations of pupils. The effect on 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.

Application Process

The Admissions Policy for Reception Class at Al-Ashraf Primary School is operated in two tiers. Tier-one is offered as a priority admission for children who have siblings[1] at Al-Ashraf Primary School or Nursery.

Tier-one is open to all children who have siblings[1] in the school already or those that attend the Al-Ashraf Nursery morning sessions. Tier-one will operate for a limited period (of at least two weeks) and during this period only applications that meet Tier-One criteria will be accepted.

Tier-two is open to all children regardless of their connection with the school or Nursery. Tier-two will operate after the closing date of Tier-one and will remain active through to the 1st day of term for which the academic year applies.

The following criterion applies throughout the application process:

1. A maximum of 25 pupils can be entered on roll each year unless the total school roll is less than the maximum number of pupils approved by the DfE. In this case, more pupils may be admitted. This will be solely at the discretion of the Governing Body.
2. Applications **must** be correctly completed in order to be considered for allocation of a place
3. A correctly completed application is one where the Admission Form has been completed correctly, and the non-refundable Registration Fee has been delivered to the Primary

[1] Sibling is defined as a (full/adopted/half/step) brother or sister living at the same address where that child will be on the school register in the academic year for which the admission is requested.

4. School Administration Office (a dated receipt will be given for parent(s)/guardian(s) record
5. Places will be offered on a “first come first served” basis. This means that priority will be given in order of the date on which the correctly completed application was received by the Primary School Administration Office.
6. Each child will be assessed for special needs prior to a successful admission.
7. The child meets the capability, age requirements & suitability criteria of the class they will be admitted to, (e.g. parents holding back their children to gain admittance to the school may not be guaranteed a place). See Assessment of Suitability below
8. The parents accept their responsibility in sending their child to the school. See Parental Responsibility below.

In the event of oversubscription, applications will automatically be placed on the waiting list.

Waiting List
Places on the waiting list will be affected by the date on which the application was received, and will be prioritised on a first come first serve basis. Priorities based on Tier-one or Tier-two will **not** apply to the waiting list.

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.

Whilst a child remains on the waiting list the registration fee will be held with the child’s application and can only be returned once the application is withdrawn. In this eventuality the child application will be moved to the end of the waiting list for their year group.

Assessment of suitability
The assessment on which class a child is suitable for and admitted to is strictly a school decision with support from teacher assessments and/or Nursery reports.

In the interest of fairness to the school and to all the children who attend; a child whose age limit prevents them from qualifying for a first term Reception grant will be required to supplement their fees. The amount of the supplement will be joint decision made by Governors on a case by case basis.

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

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

Removing a child from the school
Parents of a child who is already enrolled in the school must notify the school before the end of the current school year if their child is no longer to be enrolled in the next school year; otherwise they remain liable for current/new school year fee charges (as described below)

Parents of new entrants are required to confirm their application before end of the current school year or risk losing their space for the new school year and remain liable for school fee charges (as described below). Parents are required to provide accurate contact details for summer holiday period.

If any parent wishes to remove their child during the school year (or beginning of the school year without relevant notice) they will become liable to pay fees in accordance with both of the following criteria:

- A full terms fee (1/3 of annual fees) relevant to the school year
- The remaining full year's fee relevant to the pupil's year group. This is refundable providing the place can be filled

School Fees

School fees are set annually by the School Governing Body with approval from Al-Madani Educational Trust. A discount is applicable for each sibling[1] attending Al-Ashraf Primary School or Al-Ashraf Secondary Girls School.

If your child has a single sibling[1] at either Al-Ashraf Primary School or Al-Ashraf Secondary Girls School then the lowest fee paying child qualifies for 25% discount in fees.

If your child has second or more siblings[1] at either Al-Ashraf Primary School or Al-Ashraf Secondary Girls School than the lowest fee paying child and other siblings qualify for 50% discount on fees in addition to the 25% discount on the first sibling[1].

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 costs for school trips and reference books on a per class basis.

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

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.

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 parents to do so.

Special Educational Needs (SEN)

Unfortunately due to the additional necessary resources required for those with severe learning difficulties the school would generally not recommend parents admit special needs student at this time. The school operates a policy on special educational needs (SEN) which explains the factors affecting SEN admissions. If parents feel there child is in genuine risk of SEN the school strongly advise they discuss the matter with the School Principal and Deputy Head1.

Due to financial constraints, regrettably the school is unable to accept pupils requiring special care and assistance (not Inc SEN). This is due to the fact that being an independent school, we cannot access Local Authority funding available to maintained schools

Informing Parents

It is the schools intention that parents will be informed in writing of a successful admission within **90 days** of their application being accepted.

Note 1: Tier 1 open and close dates are agreed each academic year by the governing body and administered by the Al-Ashraf Administration team.

Note 2: This Admissions Policy is subject to change at any time with agreement from the governing body.

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Version 6.0

Approved by Al-Ashraf Primary School Principal
Approved by Al-Ashraf Primary School Governing Body
Approved by Al-Ashraf Primary School Deputy Head