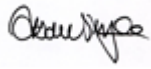
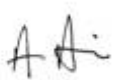


# Admissions policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Signature	Headteacher	Signature	Review
Sep 2017	Abdul Hayee		Askor Ali		Review as necessary

## **ADMISSIONS POLICY**

Applications are welcome from all sections of the community, and applicants will be taken if they meet the admissions criteria.

The admission procedure is as follows:

- (1)** All secondary applicants will be asked to take the Admission Test (AT) in English, Mathematics, Science and Islamic Studies. A short list will be made on the basis of their admission test results.
- (2)** All Primary applicants (excluding year 1 and 2) will undertake the AT in English and Maths. A short list will be made on the basis of their admission test results.
- (3)** All applicants will be informed in writing if they have been successful or unsuccessful in being shortlisted after completing the AT. Unsuccessful applicants may reapply for the tests at a later date.
- (4)** Short-listed candidates will be asked to attend an interview accompanied by a parent/guardian. They will be interviewed by a member of the admission panel using a scoring system to establish their suitability using the following criteria:
  - (a)** They (the student and the parent/guardian) share the school's vision and values.
  - (b)** The parents/guardians are committed to be active partners to the school.
  - (c)** The student (secondary) is able to read the Qur'an and has memorised or is committed to memorise by September of the year of Entry one Juz (1/30) of the Qur'an. The student (primary) is able to read Qaeda and has memorised some small surahs.
  - (d)** The student has a track record of attendance (95% or above), good behaviour, and completion of homework.
  - (e)** The student has obtained a certificate from his present school that he is working above the national expectation level in all core subjects.
  - (f)** The parent/guardian has the means of paying fees for the duration of the candidate's study at the School.
- (5)** Up to 32 places will be offered to students who score the highest scores during the interview process.
- (6)** All other students will be placed on the waiting list. The order in the waiting list will be determined by the score awarded to the student after the interview process.
- (7)** Successful candidates offer will be conditional. The condition will include signing an agreement and paying fees for one term within the period of four weeks on receiving the offer letter. All remaining fees must be paid by the deadline dates stated in the offer letter. Failure to meet fee deadlines may result in the child being taken-off roll.

### **Admissions Procedure**

- Parents should complete the Application Form provided by the school and submit with a photocopy of the student's birth certificate/passport. The original birth certificate/passport should be produced when parents attend their interview. It will then be checked and returned.
- If the application form is completed fully, the student will be invited for the AT.
- The Admission Test is taken and a short list is made. The AT is normally held during December for school entry for the following academic year.
- If parents are making an application for an immediate start for the same academic year, special arrangements will be made for the AT.
- Parents and students are then invited for interview by the Spring Term.
- Parents are informed of the interview outcome with a written confirmation letter by the 1<sup>st</sup> March. When an offer is made, parents are given 20 days to accept the offer by paying at least one term's fees and a separate admissions fee, if no reply is received within this time, the place is offered to another applicant on the waiting list.
- Acceptance of a place implies compliance with the school's policies, rules and regulations. Parents will be asked to sign a Fees Contract and a Home/School Agreement.
- As soon as the payment and the paper work is submitted to the school it will be entered to the schools database(schoolkompanion.co.uk)

### **Summary of Admissions Procedure**

The admission procedure is as follows:

- **Step 1**  
Complete the application form and sit the AT on the Entry Assessment Day.
- **Step 2**  
Those short listed are informed in writing.
- **Step 3**  
Shortlisted students and their parents are interviewed.
- **Step 4**  
Offer is made to successful candidates.
- **Step 5**  
If fees are not paid within the due date, then the place will be offered to the next student on the waiting list.

### **Change of School, Refunds and Exclusion**

If parents choose to take their child out of the school, a minimum of one terms notice must be provided in writing to the school to receive refund for the remaining fees for that academic year. **Admissions fees is non-refundable.** Please see table below:

<b>Leaving in...</b>	<b>Last Day of Notification:</b>
Term 1 (September-December)	Before the start of Term 3 in the previous academic year
Term 2 (Jan-March)	Before the start of Term 1 in that academic year.
Term 3 (April-July)	Before the start of Term 2 in that academic year.

A letter will be provided to parents explaining the refund procedure with reference to the table above and a copy of the 'Admissions Policy' will also be included. Appeal can be made to the school governing body and a decision will be given to parents in writing within 20 days.

If a child is excluded (please see school 'Exclusion Policy') from the school, the school will not refund any remaining tuition fees. Appeal can be made to the school governing body and a decision will be given to parents in writing within 20 days.

**To take a child out of the school the parent has to formally write to us. The letter/email should state the reason why they are taking their child out, the final date he will be attending our school and name of the new school.**