



AL-ASHRAF

PRIMARY SCHOOL & NURSERY

" Firm roots, branches in the sky "



AAPS ADMISSION POLICY

Version 20.0

November 2024

| | |
|-------------------|---------------------|
| Issued Date: | November 2024 |
| Next Review Date: | October 2025 |
| Approved By: | SLT, Governing Body |

CONTENTS PAGE

| | |
|--|----|
| CONTENTS PAGE | 2 |
| 1. INTRODUCTION | 3 |
| 2. APPLICATION PROCESS FOR RECEPTION CLASS (SEPTEMBER 2025)..... | 3 |
| 3. GENERAL CRITERION..... | 3 |
| 4. TIER 1 CRITERION..... | 5 |
| 5. TIER 2 APPLICATION PROCESS..... | 5 |
| 6. TIER 2 CRITERION..... | 6 |
| 7. INFORMING PARENTS..... | 6 |
| 8. WAITING LIST..... | 6 |
| 9. ASSESSMENT OF SUITABILITY | 7 |
| 10. REMOVING A CHILD FROM THE SCHOOL..... | 8 |
| 11. ENROLLING A CHILD PART-WAY THROUGH THE SCHOOL YEAR..... | 8 |
| 12. SCHOOL FEES | 8 |
| 13. RECONFIRMING SPACES ANNUALLY (Y1-6) | 9 |
| 14. PARENTAL RESPONSIBILITY..... | 10 |
| 15. SPECIAL EDUCATIONAL NEEDS (SEN)..... | 10 |
| 16. APPEAL OF DECISION | 10 |
| 17. VERSION HISTORY..... | 11 |

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 National Curriculum 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 RECEPTION CLASS (SEPTEMBER 2025)

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 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 are enrolled at Al-Ashraf Nursery on the date applications are accepted.

Tier-two is open to all parents once Tier-one closing date has passed.

Applications open for Tier 1 (children who attend Al-Ashraf nursery) on **Monday 4th November 2024**. Parents will receive a form on Compass to complete, stating their intention to enrol their child into the Willow Class (Reception Year). You must be signed up to Compass to receive the form. **The form must be completed by 8 am on Monday 18th November 2024**, when the Tier 1 priority window closes. Refer to Section 3 below for full details on the application process.

There will be no 'first come, first served' basis applied during the Tier 1 application period.

3. GENERAL CRITERION

The following general criterion applies throughout the application process for Tier 1 & Tier 2:

- For academic year 2025-26, the size of the Reception class is due to be 14 children. This could change without notice. The current school model, i.e., the mixed ages model, will remain in place for the foreseeable future and there are no plans to revert to a single-class model for September 2025. This will be solely at the discretion of the Headteacher with advice and support from the School Governing Body.
- Applications must be correctly completed, and confirmation fee paid to be considered for allocation of a place.
- In signing the Admission form, all parents and their enrolled child agree to abide by the contents of this Admissions/Attendance Policies and all other policies at Al-Ashraf Primary School. This is non-negotiable.
- Please ensure your child's medical records are entered clearly and correctly on the admission form as we need to ensure the information is accurate. Rest assured the information will be kept confidential and used for medical reasons only.
- Each child's learning and physical assessment report will be requested and considered before any application is confirmed.
- The school has the right to request its own independent learning and physical assessment report. The cost & expense of conducting this assessment shall be covered by parents/guardians.
- Unfortunately refusing to allow an assessment to take place will prevent the child's application from proceeding
- Each child will be assessed for special needs prior to a successful admission and a report will be compiled and be made available to the school Admissions Office if requested.
- 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).
- The parents accept their responsibility in sending their child to the school. See Parental Responsibility below.

The Application process for a Reception class place is as follows:

1. Complete the form sent to you by the school office, via Compass;
 - Send a copy of your child's birth certificate or passport to admissions@al-ashraf.gloucs.sch.uk, with your child's name as the email reference;
 - **All forms must be accompanied with a £245 admin fee. Your child's application will only be considered when accompanied with the admin fee.** Applications without this will be placed on the waiting list. Please pay the £50 admin fee to the school's bank account, with your child's name as the payment reference. The school bank details are as follows:

Lloyds Bank
Account Name: Al-Madani Educational Trust (Al-Ashraf Primary School)
Sort Code: 30-93-48
Account Number: 42839368

The above steps must all be completed for an application to be considered. Paper copies of the admissions form may be requested from the school office if parents struggle with digital technology.

4. TIER 1 CRITERION

In the event of over subscription, ALL applications will automatically be placed on the waiting list and the Tier 1 criterion below will be strictly applied.

The Governing Body, after much deliberation, have agreed the following criteria which will dictate where your child will sit on the list of applications:

1. Children of current staff (serving for at least 12 months)
2. Children who have siblings at AAPS on the Reception start date
3. Eldest children who are first born
4. Children who have spent the most time at our Nursery, starting from their term of eligibility (after they turn 3-years old)
5. Children for whom our Nursery receives 30 hours funding
6. Children who pay to attend our Nursery
7. Children of parents of whom at least one is a revert to Islam
8. Children of parents who are committed to offering the school regular voluntary support
9. Children who have siblings at Al-Ashraf Secondary School for Girls on the Reception start date
10. Children living within our school catchment area i.e. the geodesic (straight line) distance between school and child's registered address.
11. Children of members of the Governing Body (actively serving for at least 12 months)

The child's attendance record will be considered, this will apply for Nursery pre-school sessions only.

If a child has taken extended unauthorised leave such that their Nursery funding is affected, then priority will be given to other students. Special consideration can only be given for parent/guardian having to undertake their compulsory Hajj.

We recognise that children at pre-school are on occasion reluctant to attend Nursery sessions; as a result, the school is willing to accept a few days of authorised leave in this case. If a child has taken authorised leave for less than a duration of 10 consecutive days, then the application to Al-Ashraf Primary School will NOT be affected.

We advise you give your child the best opportunity to start at Al-Ashraf Primary School by enrolling them for the maximum hours available and maintaining a good attendance record.

5. TIER 2 APPLICATION PROCESS

Tier-two is open to all children regardless of which nursery they attend. **From Monday 18th November 2024, Tier 2 applications will open.** This is for children who do not attend Al-Ashraf nursery. After this date, children who attend our nursery and have not yet applied, will lose their priority status. **Applications can be made via the school website here: <https://al-ashrafprimary-uk.compass.education/enrolmentselfregistration.aspx>**

This Tier will remain active through to the 1st day of the new school year.

In addition to the general criterion, any child from any nursery may apply.

In the event of oversubscription, applications will automatically be placed on the waiting list and the following Tier 2 criterion will be strictly applied.

6. TIER 2 CRITERION

1. Consideration will be given to registered siblings at Al-Ashraf Primary School when the child starts school (numbers of siblings is relevant).
2. Consideration will be given to registered siblings at Al-Ashraf Secondary Girls School when the child starts school (numbers of siblings is relevant).
3. Consideration will be given to school catchment area i.e. the geodesic (straight line) distance between school and child's registered address).

7. INFORMING PARENTS

For Reception class admissions for September 2025, Successful applicants will receive a confirmation of their reception space from the school office on w/c Monday 9th December, inshaAllah.

When a space is confirmed by the school, parents are required to pay a deposit of **£245** by Friday, 10th January 2025. **This will be deducted from the yearly school fees for the Reception year.** This is to protect the school from parents who remove their enrolled child without consequence at a late date, thereby preventing any other child from taking that space. If the deposit is not paid by the due date, your child's place will be offered to the next child on the class waiting list.

In addition to applying for a space at Al-Ashraf Primary School, we urge all parents to apply for a space in a Local Authority mainstream school, in the event your application here is unsuccessful. Once your place at Al-Ashraf is confirmed, you can then inform the Local Authority school(s) of your final decision.

8. 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 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, the £50 admin fee will become non-refundable. If an application is withdrawn without the child being placed on the waiting list, the £50 charge will be returned back to parents and 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.

9. 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, SEND, safeguarding 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.

Whilst we would love to cater for every child, we understand that no school can support every child. In the event that we decide it is in the best interests of your child to consider other schools, the admission fee (£50) will be returned, and their application will be removed from our system.

10. 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 1/3rd of the fees.
 2. If the child leaves in Term 3 or 4: parents will be liable to pay 2/3rd of the fees
 3. If the child leaves in Term 5 or 6: parents will be liable to pay the full fees.
- If, however, the vacated space is later filled, the school will refund for the period where payment for the child's space has incurred double payments beyond 1/3 of annual fees.
- **The 'child's space' in this instance only applies to a full class, i.e., a refund will be given when the space filled is for a child entering a full class.**
- These procedures have been put in place to protect your school from financial difficulties and have been approved by the school's Governing Body. If parents have concerns regarding these clauses, they should arrange an appointment to speak with the SLT.
- 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.

11. 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. If the class is oversubscribed, parents have the option of placing their child(ren) on the admissions waiting list.

Once a child has been offered a place in the school, school fees will be calculated on a pro-rata termly basis ($\pounds 2940 / 6 = \pounds 490$ per full term), paid upfront or through a monthly standing order ending on the 2nd of June. The admin office will calculate this and advise parents on the payment conditions accordingly.

12. SCHOOL FEES

School fees are set annually by the School Governing Body with approval from Al-Madani Educational Trust, to ensure the sustainability of our school.

The fees for the current academic year 2024-2025 have been set at **£2300**. **A VAT charge will also be applied from January 2025.**

With the significant rise in the costs of running our school, we have had to increase the yearly fees **for Academic Year 2025-26 to £2450 + VAT per child, totalling £2940**. As per our previous arrangements, any **third sibling at Al-Ashraf Primary School will continue to receive a 50% discount.**

Despite our continued efforts to receive grants, there may be costs for school trips and replacement of reference books.

Regardless of any absences, all fees must still be paid in full.

Fees can be paid by 2 options:

- Monthly standing order: from July 2025 to August 2026, **£245** per month for 12 months. The Standing Order date is to be set for the 2nd of each month.
- Upfront full payment: To be paid in July 2024. This can be paid by card in the school office (1.75% card payment charge will be applied) or bank transfer (no charge) using your child's name as reference. Cash payments or cheques will only be accepted with a £20 handling charge.
- The school bank details are as follows:
 - Lloyds Bank
 - Account Name: Al-Madani Educational Trust (Al-Ashraf Primary School)
 - Sort Code: 30-93-48
 - Account Number: 42839368

Due to the additional time required in collecting late fee payments, any late payments will incur a £10 admin charge.

Persistent failure to pay each installment may endanger your child(ren)'s place at the school. If fees for the current academic year are not paid in full, your child will not be enrolled into the following year.

The school should be notified immediately if fees cannot be paid on time or if parents are faced with financial hardship. In the event of a lack of constructive engagement with the school, and ignoring two written School Fee reminders, the Head Teacher will have a right to enforce disenrollment.

13. RECONFIRMING SPACES ANNUALLY (Y1-6)

Parents are required to re-confirm their child's space in June for the forthcoming academic year. For the academic year September 2025-26 (year 1-6), the school office will send a Compass form to parents in June 2025. A child's space can be confirmed by indicating how parents will pay their child's fees from the options below:

Fees can be paid using one of 2 options:

a. Monthly Standing Order:

Standing order amount per child of **£245** paid over **12** months
Standing order date 2nd of each month
Standing order start and end date 2nd July to 2nd August, respectively.

b. Upfront full payment:

To be paid by 2nd July 2025. This can be paid by bank transfer (using your child's name as reference) or card payment (+1.75% card charges). Cash or cheque payments will incur a £20 admin charge.

14. 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.

15. SPECIAL EDUCATIONAL NEEDS (SEN)

In line with the Equality Act 2010, the school will consider all applications including applications from Special Educational Needs & pupils with disability. The school welcomes children with SEN, but recognises that it does not have the same facilities as special schools, and state schools with dedicated units and resources. It is important that the school and parents have an open discussion at the point of entry, and after admission should a child's needs become apparent to ensure that the learning needs of the child are being met. If the school concludes that the child needs specialist support which we cannot reasonably facilitate, it will work with parents to make a transition to a more appropriate centre of education, and provide as much support as possible for the family and child involved.

Whilst we would love to cater for every child, we understand that no school can support every child. In the even that we decide it is in the best interests of your child to consider other schools, the admission fee (£50) will be returned and their application will be removed from our system.

16. 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.

Mr Abdullah AS Patel apatel3@al-ashraf.gloucs.sch.uk

Mr Abdullah AH Patel nwc@al-ashraf.gloucs.sch.uk

In some cases, the matter may be referred up to Al-Madani Educational Trust at the discretion of the Head Teacher.

17. VERSION HISTORY

| Issue Date | Version Number | Approved By |
|------------|-----------------------------|--|
| 3/10/2007 | 1.0 | School Principal, DH, Gov Body |
| 3/11/2008 | 2.0 | School Principal, DH, Gov Body |
| 5/1/2009 | 3.0 | School Principal, DH, Gov Body |
| 3/10/2009 | 4.0 | School Principal, DH, Gov Body |
| 9/11/2010 | 5.0 | School Principal, DH, Gov Body |
| 7/1/2012 | 6.0 | School Principal, DH, Gov Body |
| 12/6/2012 | 7.0 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 23/4/2013 | 8.0 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 28/9/2014 | 9.0 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 5/10/2015 | 10.0 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 6/11/2016 | 11.0 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 26/8/2017 | 12.0 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 06/06/2018 | 12.1 | School Principal, DH, Gov Body Administrator, Nursery Manager |
| 17/10/2018 | 13.0 | SLT, Governing Body |
| 04/04/2019 | 14.0 | SLT, Governing Body |
| 25/04/2019 | 14.2 | SLT, Governing Body |
| 15/10/2019 | 15.0 | SLT, Governing Body |
| 09/11/2020 | 16.0 | SLT, Governing Body |
| 11/10/2021 | 17.0 | HT, Governing Body |
| 11/11/2022 | 18.0 | HT, Governing Body |
| 09/09/2023 | 19.0 | SLT, Governing Body |
| 31/10/2024 | 20.0 | SLT, Governing Body |
| 06/11/24 | 20.1 - corrected £50 > £245 | HT |