

STAFF LIST – Academic Year 2019 – 2020

Name	F/T or P/T	Job Title	Qualifications
Mr Shahid M. Vaid	N/A	Chair of Governors	BSc
Mufti Abdullah Patel	F/T	Head Teacher	Aalim and Mufti
Firoza Ismail	F/T	Deputy Head	B/TEC Business Studies Child Protection First Aid Level 2 Award in Food Safety & Catering
Mariam Bibi Ginwalla	P/T	Admin Officer	NVQ level 3 Admin
Shaheda Ismail	P/T	Admin Officer	NVQ Level 2 Admin
Sheenaze Veshmia	P/T	Admin Supply / Risk Assessment Officer	
Amreen Pathan	P/T	Teacher of English KS3 & History KS3 & GCSE	Studying towards BA English Lit (Hons)
Sarah Norman	P/T	Teacher of English KS3 & GCSE	B.A. Honours Creative writing
Fathima Anez	P/T	Teacher of Maths KS3 & GCSE & ICT KS3	MSc in Computer Science & Engineering
Maryam Ouilles	P/T	Teacher of Mathematics KS3 & GCSE	BSc Maths
Amy Gray	P/T	Teacher of Science KS3	BSc Science with Education and QTS (physics)
Marilyn Potts	P/T	Teacher of Science GCSE	BSc Hons Environmental Science
Sauda Nana	P/T	Teacher of Geography KS3	BA Geography
Sabina Ali	P/T	Teacher of Citizenship Pastoral Care & Pupil Welfare Lead	BSc - I T with social sciences
Amena Mayat	P/T	Teacher of Arts & Crafts/Cookery	Food safety award
Umme-Kulthum Patel	P/T	Teacher of Religious Studies KS3 Teacher of Islaamiat	Studying towards BSc Economics & Mathematical Sciences (OU)
Tahera Patel	P/T	Teacher of Religious Studies GCSE	Aalima degree
Hajra Patel	P/T	Teacher of Urdu KS3 & GCSE	Aalima degree
Fauzia Qureshi	P/T	Teacher of Urdu KS3	Studying towards Aalimah degree
Nazma Pandor	P/T	Lunchtime Supervisor	
Sahfiya Patel	P/T	Teacher of PE & Cookery	
Juwairiyah Patel	P/T	Teacher of Quran, Islamiat & GCSE Religious Studies	Haafiza Aalimah degree
Mariam Ismail	P/T	Teacher of Islamiat	Aalima Degree
Farhana Patel	P/T	Teacher of Islamiat	Aalima degree L2 Award in Food Safety & Catering
Tayyiba Patel	P/T	Teacher of Qur'an & Islamiat	Aalima degree
Sajida Garda	P/T	Teacher of Islamiat	Aalimah Degree
Shamim Kadodia	P/T	Teacher of Islamiat	Studying towards Aalimah degree
Habibah Veshmia	P/T	Teacher of Islamiat	Aalimah Degree Studying towards Open Degree BSc
Khadijah Patel	P/T	Teacher of Islamiat	Studying towards BA (Hons) English Lang & Lit (OU)

Proprietor:

AI-MADANI EDUCATIONAL TRUST

Registered Charity No: 1134963

Registered Office:

Sinope Street

Gloucester

GL1 AW

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In The Name Of Allah, Most Beneficent, Most Merciful

PROSPECTUS

Al-Ashraf

Secondary School

For Girls

INTRODUCTION

Dear Parents,

Assalamu'alaikum wa Rahmatullahi wa Barakaatuhu,

May I take this opportunity to welcome you to Al-Ashraf Secondary School for Girls, established in 1994 by the Gloucester Muslim Welfare Association Ltd. (GMWA)

(The school name was changed from Gloucestershire Islamic Secondary School for Girls to Al-Ashraf Secondary School for Girls in 2010. Likewise, the school proprietorship was transferred from GMWA to Al-Madani Educational Trust.)

May Allah (SWT) reward you for showing concern for your daughter's education and Islamic welfare; a parental duty assigned to us by none other than our Creator, Allah (SWT).

"O you who believe! Save yourselves and your families from that fire (of the hereafter) whose fuel is human beings and stones" (Al-Qur'an: Surah Al-Tahrim 66:6)

Our beloved Prophet, Rasulullah (sallallahu alaihi wa sallam) has also reminded us,

"Beware! Each one of you is a shepherd and each one of you shall be questioned concerning his flock; a leader is a shepherd of his people, and he shall be asked concerning his flock; and a man is a shepherd of his household and he shall be asked concerning his flock; and a woman is a shepherd of her husband's house and over their children, and she shall be questioned concerning them." (Bukhari and Muslim)

Since its humble beginnings, *(established in 1994 with two classes, Year's 7 & 8 and 36 students)*, Al-Ashraf Secondary School for Girls has developed into a successful secondary school providing a high standard of secular and Islamic education. Our GCSE results have continued to improve over the years and have been consistently well above local and national averages. An excellent achievement for a non-selective school!

From Sept. 2016 we introduced a new KS3 assessment and progress monitoring, tracking and reporting system produced by Scholastic. (STEPS). This allows SLT and staff to monitor the progress pupils more closely and keep parents better informed.

Our curriculum (both secular & Islamic) is broad and balanced and continues to evolve to meet the needs of our pupils' linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative education.

In addition to academic progress, safeguarding of pupils is taken seriously. We have a nominated safeguarding officer and all staff receive regular safeguarding training. The following policies & procedures are embedded within the curriculum and consistently promoted through assemblies:

- Safeguarding
- Anti-bullying
- E-Safety Policy
- First Aid Policy
- Health & Safety Policy
- Healthy Eating Policy

We also aim to develop our pupils' confidence and self-esteem through a range of activities such as Citizenship Day, Curriculum Enrichment week, debating and public speaking skills, pupil lead assemblies, school choir, presentations, etc. All Year Groups are required to take part in whole school assemblies based on a wide range of interesting topics.

Our Islamiat Curriculum (*see section on Islamiat Curriculum*) covers a broad range of Islamic subjects using textbooks in English taught by qualified Mu'allimaat/Aalimaas. (*Female Islamic scholars*). We are hopeful, Insha-Allah, that five years of extensive study of various Islamic sciences will give our students confidence in Deen and a sound understanding of Islam, based on respect and tolerance for all, regardless of faith and culture and a firm commitment to:

- British values of democracy
- the rule of law
- individual liberty
- mutual respect and tolerance of those with different faiths and beliefs.

This is embedded into the curriculum and actively promoted through PSHE/Citizenship, RE, Islamiat lessons and assemblies. Actively promoting British Values also means challenging pupils, staff or parents/carers expressing opinions contrary to fundamental British Values, including 'extremist' views.

Over and above formal teaching, assemblies are used to build strong moral & spiritual foundations, develop positive thoughts, promote respect for authority and foster a deep sense of love for Islam as a complete way of life. We are also committed to the social and cultural development of our pupils. Pupils are also encouraged to contribute to the lives of those who live and work in the locality through charity work, Citizenship lessons and Citizenship Day.

The school also strives to provide a warm and caring atmosphere for all students, irrespective of their cultural background so that our students appreciate the universal aspect of Islam. The school has an Anti-Bullying Policy and bullying in all its forms is taken very seriously.

We aim to deliver teaching in stimulating and challenging ways, settings tasks and goals that are achievable to all. We acknowledge and actively encourage all abilities within the school. Our target is to continuously assess and positively reward the effort and progress made by our pupils.

We have high expectations of our pupils not only in academic excellence but also in standards of behaviour and character, both inside and outside school. We hold the highest expectations from our pupils and hope and pray they will move on and become priceless assets for society at large. We also hope to equip our pupils with skills to confidently accept the challenges of today's changing world.

Finally, parents are reminded of the need to provide a caring, supporting environment at home, ensuring your daughter(s) cooperate with all school rules & policies, complete all homework adequately and revise for tests/end-of-year exams. This will make the school's task much easier, Insha-Allah. We also value parental feedback and suggestions, as this is how we can improve our services.

May Allah (SWT) grant your daughter an enjoyable & successful time at Al-Ashraf Secondary School for Girls.
Aameen.

*O our Lord! Bestow us the coolness of our eyes from our spouses and our children and make us leaders of the pious.
(Holy Qur'an, Surah Al-Furqaan – 25:74)*

Wassalamu'alaikum w.w.

Mufti Abdullah Patel
Head Teacher

Aims & Objectives

- Provide high quality secular/Islamic education, which is broad, balanced and applicable within the requirements of the National Curriculum.
- To provide a rich and rewarding environment, necessary for the development of pupils' thoughts, habits and Islamic identity.
- To develop the 'whole' personality of pupils based on commitment to their faith & to British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Providing opportunity for each pupil to develop and reach their full potential through the teachings and practice of Islam, so to enforce confidence in their identity as young Muslims.
- Support the acquisition of general knowledge and skills, so to enhance personal growth and confidence.
- To promote dignity of each student by teaching self-respect, respect for staff, parents, elders and all sections of society, through the development of maturity and high morals.
- Aid and assist each pupil to comprehend the complexity of the world in which they live and that their own well-being is closely connected to the well-being of others.
- Ensure they enjoy their life at school, and develop a love for learning, and the strong desire to continue their education as a lifetime experience.
- To acquire a moral attitude to life through conscientious awareness (Taqwa) and practise of Divine Guidance in all their affairs and transactions.

Fundamental British Values

Al-Ashraf Secondary School for Girls understands and strives to fulfil its legal duty to actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs as per section 78 of the Education Act 2002.

Through the provision of embedded SMSC within the curriculum, assemblies and school policies, Al-Ashraf Secondary School for Girls:

- Enables students to develop their self-knowledge, self-esteem and self-confidence;
- Enables students to distinguish right from wrong and to respect the civil and criminal law of England;
- Encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- Enable students to acquire a broad general knowledge of and respect for public institutions and services in England;
- Further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- Encourage respect for other people; and
- Encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

The list below describes the understanding and knowledge expected of pupils as a result of promoting fundamental British values.

- An understanding of how citizens can influence decision-making through the democratic process;
- An appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety;
- An understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence;
- An understanding that the freedom to choose and hold other faiths and beliefs is protected in law;
- An acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour; and
- An understanding of the importance of identifying and combatting discrimination. It is not necessary for schools or individuals to 'promote' teachings, beliefs or opinions that conflict with their own, but nor is it acceptable for schools to promote discrimination against people or groups on the basis of their belief, opinion or background

Information for Parents

The following policies and information are available to parents via the school website or upon request from the school:

- Policy on and arrangements for admissions, discipline and exclusion.
- Attendance Policy
- SEN Policy
- Details of complaints procedure adopted by the school, together with details of the number of complaints registered under the formal procedure during the preceding school year
- Particulars of the Curriculum Policy of the school
- Particulars of policies relating to bullying, health & safety, the promotion of good behaviour and sanctions adopted in the event of pupils misbehaving.
- First Aid Policy
- Healthy Eating Policy
- Particulars of arrangements for tackling bullying and promoting pupils' health & safety on the school premises and on educational visits
- Particulars of academic performance during the preceding school year, including the results of any public examinations
- The number of staff employed at the school, including temporary staff, and a summary of their qualifications
- Safeguarding Policy
- Following Section 162A Ofsted Inspection, arrangements will be made to provide a copy of the full report to parents of every registered pupil by the date specified by the inspection body
- The school provides an Interim and Annual Report on progress and attainment of each pupil.

Al-Ashraf Secondary School for Girls

School Rules



Parents/carers are requested to go through the school rules and carefully with their daughters
They should be read in conjunction with the **school behaviour and attendance policies**.

*The school is a happy harmonious learning community where staff and pupils feel safe and secure.
School life is characterised by a calm purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils will behave in appropriate and socially acceptable ways.*

1) Attendance and Punctuality

- **Authorised** absences are mornings or afternoons away from school for a good reason such as illness or other unavoidable causes. **Unauthorised** absences are those which the school does not consider reasonable and for which no permission has been given. (see Attendance policy for details)
- Pupils must arrive punctually to school. If registration is taking place away from the classroom, e.g. science lab or ICT suite, pupils must arrive before 8.45am in the mornings and 1:45 pm in the afternoons to avoid a late mark.
- Permission must be obtained from the Head Teacher/Deputy Head to be absent for any reason other than illness. If such permission is not obtained then a phone call to the school must be made in the first instance for any unauthorised absence. *The school will also contact parents by phone in the mornings/afternoons to notify them if their daughter is absent.* Ofsted regulations clearly state that pupils cannot stay at home to look after siblings, visit relatives, airport and shopping trips etc. during school time.
- No one will be allowed to leave the school premises during break times. At lunch time, only pupils living locally will be able to go home for lunch **provided parents give consent**. Pupils should go home **immediately** and avoid loitering in the streets/shops and behaving in a disorderly manner. If pupils make a habit of returning late to school in the afternoons, the option of being allowed to go home for lunch will be taken away from them.
- Medical, dental or other appointments should be kept outside school hours. If for some unavoidable reason, an appointment has to be kept during school hours, prior permission must be obtained if possible, otherwise an appointment card **MUST** be shown to the school office.

2) Conduct

- Behaviour must be courteous at all times and movement around the school should be orderly. Rude and insulting language will never be tolerated and appropriate sanctions will be applied as per school behaviour policy.
- Respect for teachers, all members of staff and fellow pupils should be shown at all times.
- Pupils should display a willingness to apply themselves during lessons at all times and develop an aptitude for learning. Homework should be completed appropriately and on time. Thorough revision is essential for all assessments, tests and end-of-year exams.
- Pupils must read, understand, sign and adhere to the pupil IT acceptable use policy.
- Break times must be spent outside in the playground, unless there is heavy rain. At lunch times, pupils must eat their lunch sitting down in the dining area of the hall.

- Name calling, teasing and all other forms of bullying will never be tolerated and will be dealt with appropriately according to the school anti-bullying policy. (Refer to Anti-Bullying policy)
- Pupil should bring a nutritious snack/well-balanced lunch to school. Chewing gum is strictly prohibited on school premises. (Refer to Healthy Eating policy)
- All pupils must be punctual with their Salaah and when unable to perform Salaah, the time should be spent in Zikr.

3) Uniform and Personal Appearance

- Correct uniform must be worn at all times – including journeys to and from school and during school outings, unless otherwise specified. A uniform pass must be obtained from the school office if incorrect uniform is worn due to a valid reason.
- The *hijaab* should be worn neatly at all times. A safety pin or scarf pin can be used to hold the *hijaab* in place.
- Jewellery and make up (including nail varnish) must not be worn.

4) Personal Property and Forbidden Articles

- All personal property **must** be clearly marked with the name of the owner. P.E. kit must not be left at school, but should be taken home for washing after every lesson.
- Inappropriate books/magazines, cameras, iPads, iPods, mp3/4 players, electronic games, valuables, excessive amount of money etc. should not be brought into school and will be confiscated.
- Mobile Phones may be brought into school, but should be handed into the school office each morning and collected at the end of the school day. Phones not handed in will be confiscated and returned only at the end of the term.
- All school property should be duly respected. In the event of loss or damage, a replacement fee will be charged. This includes official school forms handed out to pupils i.e....Detention Forms, Report Acknowledgement Forms etc. Textbooks and exercise books must **NOT** be de-faced with graffiti.

5) Homework

- Homework diaries/school planners must be brought to school daily. These should be filled in everyday with details of homework, signed by parents/carers and countersigned by subject teachers. Parents should ensure that all homework is completed thoroughly and on time.

6) Relevant Policies

We strongly recommend parents/carers and pupils read the following school policies:

- Anti-bullying policy
- Behaviour policy
- Attendance policy
- Healthy Eating policy
- Pupil IT acceptable use policy

**Updated:
Sept 2019**

Al-Ashraf Secondary School for Girls - UNIFORM & STATIONERY List

Correct uniform must be worn at all times unless otherwise stated.

UNIFORM

- Navy blue Tunic with Trousers, Shalwaar Kameez, Navy blue full length skirt with white or pale blue blouse or Navy/black jumper
*Tunic: Plain blue fabric, round high neckline to tunic or kameez, loose fitting, length around the knees, long sleeves.
Trousers: no splits in trousers or shalwaar. Shalwaar and Trousers must be flare or straight, not narrow / skinny.
Skirt: must be full length, but not too flared as can be a safety hazard.
Navy blue fabric sold at the school.*
- Navy blue / black Jumper
Standard school type jumper or cardigan but with no hood
Black Jilbaab (cloak)
*No abayas or jabbas which have velcro shoulder fastening. If there is embroidery it must be black. To be worn to and from school at all times. **Pupils are to remove these whilst in school and hang them in their classrooms on the pegs provided.**
Jilbaabs sold at the school. Small sizes only*
- “Hijaab” - Navy blue hijaab ONLY
*(as per example on attached sheet) Must be secured in place and covering neckline at all times.
Navy blue Hijaab sold at the School in two sizes (subject to availability)*
- Black flat soled shoes.
One and half inch heels for all types of footwear including wedged heels. Flat wedge heeled sandals with fastenings are acceptable in summer. Slippers not allowed.
- Navy blue or black socks (*completely plain*)
Long or ankle length
- Black, grey, brown, navy blue or dark green/Khaki coat
(Not to be worn inside school)

P.E Kit

- Loose fitting navy blue/black jogging bottoms
- T- shirt or sweatshirt (*without a hood*)
Navy blue/black with Long sleeves and small, round neckline (Should be long and loose fitting). Short Sleeved T Shirt can be worn with long sleeved sweater.
- “hijaab” Navy blue
*(as per example on attached sheet) Must be secured in place and covering neckline at all times.
Hijaab sold at the School*
- White, black or navy trainers (laces and Velcro allowed)

P.E kit is to be brought and taken home on the day of the lesson. PE Kit left in school will be disposed of without warning.

Salat

A small towel for wudu

Stationery – Pupils to provide their own stationery (below). Only exercise books will be provided by the school

A4 Ring Binder
A4 Lined Paper
Pens. Black, red and blue
HB Pencils
Ruler – long and transparent
Rubber
Pencil Sharpener
Felt tips / pencil crayons
Scientific calculator
Geometry set
Scissor
Pritt Stick
Highlighters
Hole Punch
Sellotape (small roll)
Stapler

Tippex or similar products are not allowed in school

Jewellery is not allowed, apart from a watch and small sleepers or studs for ears and a plain stud for the nose. Other jewellery will be confiscated and returned at the end of a school term.

Nail varnish is not allowed. If found wearing nail varnish, pupil will be sent home.

Make up is not allowed. If found wearing make up, pupil will also be sent home.

Rewards and Sanctions at Al-Ashraf Secondary School for Girls

Rewards

At Al-Ashraf Secondary School we want all our pupils to excel at Academic and Islamic knowledge and Akhlaq (behaviour/Manners). To motivate the pupils we have a reward system whereby pupils' good work and behaviour is recognised using a series of certificates.

Pupils have the opportunity to earn Merit Marks for good work and effort.

50 Merit Marks = Bronze Certificate

75 Merit Marks = Silver Certificate - **£5.00 School tuck shop voucher**

100 Merit Marks = Gold Certificate

During the year, various types of rewards are awarded to pupils and at the end of the school year, we have an annual prize giving ceremony where individual pupils are rewarded prizes for Effort and Achievement in both secular and Islamiat subjects.

1. Sanctions

Maintaining good discipline is a key priority of the school and the school requests parents to co-operate by ensuring that their daughter is aware of the school rules and endeavours to abide by them. Please discuss the consequences of breaking school rules. The school's Disciplinary Policy is enforced swiftly in the event of non-compliance with any rules, particularly rude and disruptive behaviour. Please see the attached copy of **SCHOOL RULES**

2. Order Marks

An Order Mark may be given in Years 7 – 11 for various reasons, e.g. late homework, incorrect uniform, wearing jewellery, being rude, etc.

3. Detentions

5 Order Marks = 1 Detention

or a Detention may be given outright for serious disciplinary issues at the Head Teacher's/ Deputy Head's discretion.

First 3 lates = 1 Detention – 30 mins. Any future Lates after the first detention will mean an outright detention every time.

Continuous Lates after this (= 2 further lates) = 1 hour detention for each Late.

The option of going home for lunch may also be taken away in order to improve punctuality.

Detentions take place after school on Thursdays unless otherwise stated. Parents will be notified by letter if their daughter has a detention. If a pupil continues to misbehave after two detentions, she may be suspended from the school timetable for one day. Again, a letter will be sent to you giving notification. Any further breaches of the school rules after a timetable suspension will result in suspension from school.

4. Suspensions

Pupils returning from suspensions of any length may be put on **Report** for at least one week. The pupil will be monitored on behaviour/classwork/homework during every lesson. At the end of each lesson, the **Report** is filled and signed by her teacher, then checked by the Deputy Head at the end of the school day. Finally the **Report** must be shown to parents and signed by them. At the end of the week it will be forwarded to the Deputy Head & Head Teacher for further action they may take. Parents will be notified. Your daughter's future here will be in jeopardy if she reaches this final phase of suspension from school.

Discipline Contract

We, parents of _____ (Pupil's full name and year group)
have read and discussed the **School Rules** with our daughter and we accept that the school reserves the right to enforce the Disciplinary Policy in the event of non-compliance with the rules.

NAME of PARENT:

NAME of PUPIL:

SIGNATURE of PARENT:

SIGNATURE of PUPIL:

DATE:

Please complete, sign, and return the bottom copy of this **Discipline Contract** before your daughter commences school in September.

THE SCHOOL DAY

In order to cover the National Curriculum and Islamic Studies the school has a relatively longer day than any other school.

8.40 – 9.25 am	Registration / Period 1
9.25 – 10.05 am	Period 2
10.05 – 10.45 am	Period 3
10.45 – 11.00 am	Assembly
11.00 – 11.15 am	Break
11.15 – 12.00 pm	Period 4
12.00 – 12.45 pm	Period 5
12.45 – 1.45 pm	Lunch
1.45 – 2.30 pm	Registration / Period 6
2.30 – 3.15 pm	Period 7
3.15 – 4.10 pm	Period 8
4.10pm	End of school day!

SCHOOL TERM & HOLIDAY DATES

2019

School commences	Tuesday 3 rd September 2019
Break up for Half Term Holiday	Thursday 24 th October 2019
Citizenship Day – out of school – Mandatory	Friday 25 th October 2019
School re-opens	Monday 4 th November 2019
Break up for Winter Holiday	Friday 20 th December 2019

2020

School re-opens	Monday 6 th January 2020
Break up for Half Term Holiday	Friday 14 th February 2020
School re-opens	Monday 24 th February 2020
Break up for Spring Term Holiday	Friday 3 rd April 2020
School Re-opens	Monday 20 th April 2020
May Day Bank Holiday	Monday 4 th May 2020
Half Term & Eid-ul-Fitr Holiday	Friday 15 th May 2020
School re-opens	Monday 1 st June 2020
End of Summer Term	Friday 3 rd July 2020
Enrichment week commence (1 week)	Monday 6 th July 2020

SCHOOL FEES

The School Fees for the Academic Year 2019 / 2020 are as follows:

	Term 1	Term 2	Total
Eldest Child	£715.00	£715.00	£1,430.00
Year 10 Child	£900.00	£850.00	£1,750.00
Year 11 Child	£1,100.00	£1,100.00	£2,200.00

Third Child *25% Discount only at the Al-Ashraf Secondary School.*

There are three ways of paying the school fees:

❖ **By Monthly Standing Order:**

You may complete the standing order form, which can be obtained from the school office and arrange for payment to be made on a monthly basis over 8 months straight from your bank account.

❖ **One Single Payment for Whole Annual Fee:**

This must be paid before the end of September in the new term.

❖ **Payment in 2 Instalments:**

First half of annual fee must be paid in September. Second half must be paid in January.

All payments must be paid by the end of April.

Regular and prompt payments must be made of School Fees which includes the annual **Ofsted Inspection Fees**.

The school should be notified immediately if fees cannot be paid on time or in the event of legitimate *Shar'ee* reasons, parents may apply for arrangements to be made from the Zakaat Fund.

In the event of not notifying the school and ignoring two written School Fee reminders, the governing body will have the right to enforce permanent exclusion.

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

Exam Fees:

The majority of GCSE Exam fees are included in the Year 11's School Fees. Pupils who wish to be entered for additional exams not included in school fees will be charged separately at the time of making entries or shortly after school is invoiced. Usually these may be for the extra GCSE Triple Science exam or ICT Functional Skills test.

Ofsted Fees:

Each year there will be a small charge towards Ofsted Inspection fees. The invoice is divided equally amongst all pupils on the school roll.

Curriculum Enrichment Week/Citizenship Day:

As from September 2016, the school introduced a mandatory curriculum Enrichment Week & Citizenship Day. Parents are expected to pay towards the costs of activities.

Other costs:

Pupils may be expected to contribute towards other small costs during the school year such as educational visits, homework diaries, locker keys, etc.



Al-Ashraf Secondary School For Girls

Sinope Street

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ADMISSION POLICY

Version: 6.0

Issued Date: September 2019

Next Review Date: September 2020

Approved By: Governing Body

CONTENTS PAGE

CONTENTS PAGE	16
1. INTRODUCTION	17
2. SPECIAL EDUCATION NEEDS & DISABILITY (SEND):	17
3. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL):	17
4. APPLICATION GUIDELINES	17
5. VERSION HISTORY	18

1. INTRODUCTION

AASSG is an 11-16 non-selective school for girls under the proprietorship of Al-Madani Educational Trust. (Registered charity no 1134963). It serves students with varied skills and ability levels. The school does not operate an admissions policy based on ability or aptitude except in cases of exceptional low ability or severe learning difficulties requiring specialist help or resources.

2. SPECIAL EDUCATION NEEDS & DISABILITY (SEND):

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 SEND but with below average levels of attainment in English, Maths or Science, pupils requiring IEPs or additional out of class support will be also be considered for admission. Parents may be asked to make contributions towards the costs of additional support. The school will determine the number of lessons and resources required based on assessment early on in Year 7.

The school's decision will be final in this regard.

3. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL):

The school is unable to cater for students who have recently moved to the UK and are not reasonably conversant with the English language.

An English language test will be administered for pupils with limited understanding of English and a basic aptitude test for pupils with very low levels of aptitude. These are formal written tests and a non-refundable charge of £25 (cash only) is payable in advance.

4. APPLICATION GUIDELINES

A maximum of 21 applications will be accepted in Year 7. Applications for other Year Groups (whether at the beginning or middle of the year) will be accepted depending on space and normal admission criteria outlined in this policy.

1. Applications must be made by completing the official **Al-Ashraf Secondary School Admission Form** available from the school office on or after the Open Evening (**Wednesday 9th October 2019 – 7.00 pm – 8.30 pm**).
2. Payment of **£50.00 Registration Fee** must be submitted with the Admission Form which is **Non-Refundable** unless the application is rejected by the school.
3. Applications will be accepted on or after the Open Evening. Not before.
4. Admission Forms should be completed accurately and honestly. False and misleading information given may result in a pupil losing her school place even after being approved.
5. School Fees must be paid promptly (including annual Ofsted inspection fees and other school charges). The school should be notified immediately if fees cannot be paid on time or in the event of genuine reasons, parents may apply for arrangements to be made from the special fund.

In the event of not notifying the school and ignoring two written School Fee reminders, the Governing Body will have a right to enforce permanent exclusion.

6. Active commitment to the school's rules and Islamic ethos. This includes non-Muslim pupils who respect and agree to abide by the school's rules.

NB: The Admissions Policy is subject to change at any time.

Head Teacher – Mufti Abdullah Patel - apatel@al-ashraf.gloucs.sch.uk

Chair of Governors – Mr Shahid Vaid - schoolgovernor@al-ashraf.gloucs.sch.uk

School Telephone Number – 01452-300465

5. VERSION HISTORY

Issue Date	Version Number	Approved By
September 2008	1.0	Head Teacher & Deputy Head
September 2015	2.0	Head Teacher & Deputy Head
September 2016	3.0	Head Teacher & Deputy Head
September 2017	4.0	Head Teacher & Deputy Head
September 2017	4.1	Head Teacher & Deputy Head
September 2018	5.0	Governing Body
September 2019	6.0	Governing Body

Admission Form

For office
use only
Appln. No.

This application will be considered by the School Governors in accordance with the school admission policy (attached) and if accepted, will be subject to the following conditions:

1. Parents/guardians must agree to work in partnership with the staff and governors in the education of their children.
2. All members of the education partnership – parents, staff and pupils – undertake to abide by the rules and regulations of the school as determined by the Governors.

Please complete the following in BLOCK CAPITALS

Surname of Pupil: _____	Forename(s) _____	Date of Birth: _____
Ethnicity (for DfE/Ofsted purposes) _____		
Address: _____		Post Code: _____
Contact telephone number(s): (Home) _____		(Work) _____
(Mobile 1- Father) _____		(Mobile 2 – Mother) _____
Email address _____		
Name of Father: _____		Occupation: _____
Name of Mother: _____		Occupation: _____

Present/Previous School: _____
Address _____ Tel. No. _____
Present/Previous Class _____ Class/Year Applying For _____
Special Needs – Does your child have any learning disabilities or any special educational needs? Yes / No
If YES, please give full details _____
Are there any other matters you think the school should know about in the interests of your child's welfare and safety while in school? Yes/No
If yes, please give full details overleaf.

Name and address of your family doctor: _____
_____ Surgery Telephone number: _____
Does your child suffer from any allergies, illnesses, disabilities, etc.? If so, please give full details _____

Please provide 2 emergency contact details that are not parent's details.	
(1) Name: _____	Family relationship: _____
Contact telephone number(s): _____	
(2) Name: _____	Family relationship: _____
Contact telephone number(s): _____	
Declaration:- I, the undersigned, hereby give permission to the school to access any previous educational history and certify that the particulars on the Admission Form are true, correct and I agree to abide by the rules and regulations governing the school. I understand false and misleading information given on this form could result in my daughter losing her school place. <i>Please kindly hand/post this form (as soon as possible) with your registration fee to the School Admin Office.</i>	
Name of Parent/Guardian: _____	Signature _____ Date: _____

FOR OFFICE USE ONLY

Date received: _____

Registration Fee Paid: Yes / No cash/cheque

Date admitted: _____

Enrolled in Year: _____

Al-Ashraf Secondary School for Girls

Sinope Street, Gloucester
GL1- 4AW
(01452 300465)

Re: Language & Basic Aptitude Test

Dear

Date

A.W.W.

Al - Ashraf Secondary School for Girls is a non-selective school and therefore does not admit pupils on the basis of ability.

We do expect however, that all applicants have a basic understanding of English, both in speaking and reading, as this is essential for progress in all subjects.

Therefore, in the case of overseas applicants having only recently arrived in the UK with limited knowledge of English, we operate a basic Entrance Test to assess the applicant's language skills. This is necessary as the school does not have access to professional language support available to state schools and therefore regrettably, is unable to accept such students.

As this is a formal written test, we charge a non-refundable administration fee of £20.00 payable in advance. In some cases we may ask pupils to sit a Basic Aptitude test in English, Maths and Science. There will be an additional, non-refundable charge of £30.00 for this. Both types of tests must be paid in advance by cash or transfer via internet banking only. A receipt will be given for the amount paid.

You will be notified of our decision soon after the test.

Yours sincerely,

Mufti Abdullah
Head Teacher