



**Al-Ashraf**  
Secondary School for Girls

## **Al-Ashraf Secondary School For Girls**

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# **ADMISSION POLICY**

**Version:** 11.0

**Issued Date:** September 2024

**Next Review Date:** September 2025

**Approved By:** Governing Body

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## 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.

## 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. The school does not operate an admissions policy based on ability or aptitude except in cases of severe learning difficulties requiring specialist help or resources. In such cases, we will advise parents (*in the best interests of the pupil*) to apply at a specialist school where the needs of their daughter(s) can be met appropriately. If parents wish to apply at AASSG, they will be asked to contribute towards any additional costs.

Pupils not having SEND but with below average levels of attainment in English, Maths or Science and in need of additional 1-1 support will also be considered for admission. Parents will be asked to make contributions towards the costs of additional support. The school will determine the number of lessons and resources required based on teachers' assessments.

## 3. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL):

All pupils need to feel safe, accepted and valued in order to learn. For students who are learning English as an additional language, this includes recognising and valuing their home language and background. In keeping with our Islamic ethos and values, we celebrate education through diversity and strive to fulfil our potential.

The government's definition of an EAL learner is: 'A child with English as an additional language is one who was exposed to a language other than English during their early years and continues to be exposed to this language in the home or in the community.'

### Aims

AASSG is committed to the needs of all students who are learning English as an additional language. We aim to provide a consistent approach in working with EAL learners. As a school, we will work together to:

- ♣ Promote equality of opportunity for all EAL learners
- ♣ Ensure access to the curriculum through high quality teaching
- ♣ Help students to speak, understand, read and write English
- ♣ Support the continued use of the students' home languages
- ♣ Assess and monitor learning which informs teaching
- ♣ Be proactive in removing barriers that stand in the way of our EAL learners fulfilling their potential
- ♣ Make sure EAL learners are not inappropriately labelled or grouped as SEND or low ability
- ♣ Acknowledge individual strengths and celebrate cultural identities

- ♣ Provide an environment which celebrates diversity and supports English language learning
- ♣ Work with parents of EAL learners and ensure language is not a barrier to effective partnership
- ♣ Provide EAL learners with a safe and welcoming environment where they are valued and encouraged to participate

### Assessment

EAL students are entitled to assessments as required. This includes an initial assessment within the first two to three weeks of arrival in school and continued ongoing assessment. Progress in the acquisition of English will be regularly assessed and monitored. Initial assessment will be undertaken by our English leads and all staff will be informed of assessment outcomes.

These are formal written tests and a non-refundable charge of **£75** is payable in advance.

### Application Guidelines

#### Year 7 Maximum Applications

A maximum of 22 applications will be accepted in Year 7. Applications for other Year Groups (whether at the beginning or middle of the year) will be accepted subject to places 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 (date will be announced on the school website)**.
2. Payment of **£75.00 Registration Fee** must be submitted with the Admission Form which is **Non-Refundable** unless the application is rejected by the school.
3. A copy of the pupil's birth certificate must be submitted with the admission form.
4. Applications will be accepted **on or after the Open Evening. Not before.**
5. Admission Forms should be completed accurately and honestly. False and misleading information may result in a pupil losing her school place.
6. School Fees must be paid promptly. 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. **(SF)**

**In the event of not notifying the school and ignoring two written school fee reminders, the Governing Body reserves the right to enforce permanent exclusion.**

7. 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](mailto:apatel@al-ashraf.gloucs.sch.uk)

Chair of Governors – Mr Shahid Vaid - [schoolgovernor@al-ashraf.gloucs.sch.uk](mailto:schoolgovernor@al-ashraf.gloucs.sch.uk)

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#### 4. VERSION HISTORY

<b>Issue Date</b>	<b>Version Number</b>	<b>Approved By</b>
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	HT & Governing Body
September 2019	6.0	HT & Governing Body
September 2020	7.0	HT & Governing Body
September 2021	8.0	HT & Governing Body
September 2022	9.0	HT & Governing Body
September 2023	10.0	HT & Governing Body
September 2024	11.0	HT & Governing Body