

Admission Policy and Procedure 2024-2025

Intent

Al-Islamia Institute for Education is an independent school within the heart of Leicester. We have been established for over 15 years and deliver a primary education to children aged between 5 and 11 years old. We are a single-form entry school, with small class sizes and therefore spaces in each year group are limited.

Choosing your child's school is a consideration that parents take very seriously, and rightly so. We believe that a visit to our school – in person or virtually – can provide parents with vital information about our setting and our approach to nurturing and supporting young people. We welcome visitors and invite you to contact the School Office to arrange a tour at your convenience.

We have a scheduled Fun Day each summer, open to the public, held on the school grounds. The access to the school space under informal circumstances enables prospective students and families to watch and engage with our staff and school community. This event is published on our calendar on the school website.

Implementation

The school operates a one-form entry, catering to pupils from Years 1 to 6. We do not consider academic achievement or ability when considering admission – our community is made up of a tapestry of various people, and this is reflected within our school. We know that cost can be a factor when considering a suitable school for your children. To alleviate this as much as possible, we offer one of the lowest fees per annum for an independent, primary setting within Leicester.

At Al-Islamia, we aim to build an environment of excellence – academic and personal – through the implementation of our values. Those who attend here must show a willingness and commitment to working with us to uphold and characterise our ethos. Further information about our school – who we are; our curriculum and calendar of events and our policies – can be found on our school website: www.alislamia.org.uk.

The school operates a waiting list, which is arranged in date order of received application. When reviewing applications, we do consider the following:

- Availability within class at time of application
- Children of staff working at the school in any capacity
- Children with siblings attending the school already
- Position on the waiting list
- Residence within the priority area (Leicester City)

Procedure

We promote IKHLAS:

Inspiration – Knowledge – Healthy Living

Leadership – Aspiration – Spirituality

Al-Islamia Institute for Education

5-7 Evington Street, Leicester, LE4 5GY

Tel: 0116 2515101 Email: primary@alislamia.org.uk

1. Parents shall complete the application form and return it to the school. Application forms are available from the school or direct from the website
2. The Office Admin shall mark each form with the date received and place it in the waiting list folder within the relevant year group
3. When a space is available, the child and parent/s will be invited to meet with the Deputy Head Teacher and Head Teacher. At this time, children will complete the following age-appropriate assessments to ensure adequate support upon entry:
 - a. Spelling
 - b. Maths
 - c. Reading
 - d. Phonics
4. If a space is offered, various documents will be required, including but not limited to:
 - a. Birth certificate
 - b. Passport (proof of residency/citizenship)
 - c. Proof of address
5. A letter of offer will be sent to parents/carers with a start date and fee amount. The fee amount will be calculated from the Start Date to the end of the academic year
6. Parents are required to pay:
 - a. a registration fee of £150.00 to accept an offer of a place for each child
 - b. A £150.00 deposit that will be returned when the child leaves, contingent on careful use of school resources and full payment of monies owed to the school
7. A Standing Order mandate must be set up before the first payment of fees is due to ensure a regular payment of fees over the course of the academic year

If parents turn down an opportunity to complete pre-admission procedures (Step 3), the child/ren's application/s will be moved to the bottom of the waiting list for the relevant year group/s.

Application resubmission:

Parents can resubmit their application after:

1. Withdrawing from the list by:
 - a. Instructing the school to do so
 - b. Refusing a place
2. Withdrawing a child partway through the academic year.

These applications will be considered as new applications, and the Procedure outlined above will be implemented.

Impact

To ensure that every child has fair access to the Primary setting, we:

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- Monitor the characteristics (as best as we can) of children joining the group to ensure that our intake is representative of social diversity.
- Make our equal opportunities policy widely known.

Responsibility

The Management Team, under the guidance of the Governing Body, shall be responsible for allocating places.

Place availability:

This will be made known via:

- Notice on the website
- Flyers on school building

Documentation

- Admission form

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