

# Normanton House School



# ADMISSIONS POLICY



## Normanton House Primary School

In Islam, all children have the right to and a duty to seek out, a full, broad and balanced education. The Islamic ethos of Normanton House School 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, *insha'Allah*.

The admissions policy is designed with the above principle in mind. All admissions will be made on a first come first served basis following individual assessment. Each case is individual and will be assessed on its own merit. The admissions team reserve the right to admit or reject admission for reasons deemed necessary and these may include assessment marks, siblings, previous school report, numbers in class, numbers in school.

There is a £50.00 administration fee which is payable when the application is submitted. This fee is for processing the application.

In the case where there are no spaces available, the student's application will be placed onto a waiting list.

If necessary, a place can be reserved for the child of a teacher for a period of half a term.

**All places offered are subject to full payment of all fees and due charges and adherence to all school rules and regulations and may be withdrawn in the case of non-compliance with any of the above. All fees must be paid in advance, either termly or annually, and are non refundable.**

Acceptance of an application form does not guarantee a place at the school.

Any child not offered a place has the right to appeal to the Trustees. This should be done in writing within seven days of receiving notification of refusal and should include any further information in support of the child's application. This correspondence should be addressed to the Trustees directly and marked "Admissions appeal".

The Trustees will inform the appellant of the details of the appeal hearing within twenty eight days of receipt of the appeal. The decision of the Trustees will be final in all cases.

An admissions register will be maintained by the administrator containing the details of pupils registered at the school. This register must contain the following information:

- a) Name, in full with the correct spelling
- b) sex
- c) the name and address of every person known to the school to be a parent of the pupil and against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least

## Normanton House School Admissions Policy

one telephone number at which the parent can be contacted in the case of any emergency

- d) day, month and year of birth
- e) day, month and year of admission or re-admission to the school
- f) name and address of the school last attended if any.

This policy will take effect from 1<sup>st</sup> November 2010

<b>Review date</b>	<b>By whom</b>	<b>Summary of changes made</b>	<b>Date implemented</b>
August 2017	Nazya Khan	Places may be held for a maximum of half a term for children belonging to teachers.	August 2017
November 2019	Asma Ahmed		November 2019
September 2023	Asma Piracha	Entrance exam applicable to external applicants only	September 2023



## Normanton House Secondary School

In Islam, all children have the right to and have a duty to seek out, a full, broad and balanced education. The Islamic ethos of Normanton House School 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, *insha'Allah*.

All secondary school admissions are subject to an entry test and a parent/child interview.

Our Schools' general policy is to take students at entry in the beginning of year 7 only. However, any pupils applying for a place after year 7 must present their case demonstrating exceptional circumstances and individual merit such as a high standard of Arabic Language or Hafidah of the Quran and this is at the discretion of the Trustees.

The Entrance process will include an interview with both parents and pupils, a test on Salaah, Wudu, Quran recitation, Islamic Etiquettes and a basic Maths and English Test.

All applicants will be considered subject to the following conditions:

- Performance of the pupils in the assessments
- Parent interview
- Previous School report

To make the admissions process fair, Normanton House Primary School students are required to also make an application for year 7 and WILL NOT be automatically moved into year 7. However, it may be noted that the Year 6 pupils at Normanton House School will be given preference over external applicants.

Due to a limited number of places, all external applicants must undergo an entrance examination.

Applications from Year 6 Pupils are open from 1<sup>st</sup> September till the last working day of November. Any application received after this time shall be treated as an external application.

All internal applications received within the above timeframe, shall undergo an entrance examination as well as attending a parent/teacher/pupil meeting with the Head-teacher.

Upon receipt of the application, parents shall receive a letter inviting them to attend an interview (Appendix 1).

Places will be offered to pupils who successfully achieve the pass mark.

Any remaining places shall then be opened up to external applicants from 1<sup>st</sup> November to 15<sup>th</sup> January of that academic year. All external applications received within this period, shall undergo an entrance examination as well as attending a parent/teacher/pupil meeting with the Head-teacher. Those pupils who achieve the pass

mark will then be put in order of the number of marks achieved and the places will be filled.

Applicants will be informed of the decision within 6 weeks of the entrance examination.

All pupils applying to the school must demonstrate that they are happy to enter the school.

Any pupils who do not receive a place shall be placed on the waiting list which will expire on 31<sup>st</sup> October of the following year.

There is an application fee of £70.00 which is payable when the application is submitted. This fee covers the processing of the application and the entrance examination. Acceptance of an application form does not guarantee a place at the school.

The admissions team reserve the right to admit or reject admission for reasons deemed necessary and these include assessment marks, siblings, previous school report, numbers in class, numbers in school.

**All places offered are subject to full payment of all fees and due charges and adherence to all school rules and regulations and may be withdrawn in the case of non-compliance with any of the above. All fees must be paid in advance, either termly or annually, and are non refundable.**

Any child not offered a place has the right to appeal to the Trustees. This should be done in writing within seven days of receiving notification of refusal and should include any further information in support of the child's application. This correspondence should be addressed to the Trustees directly and marked "admissions appeal".

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- a) Name, in full with the correct spelling
- b) sex
- c) the name and address of every person known to the school to be a parent of the pupil and against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in the case of any emergency
- d) day, month and year of birth
- e) day, month and year of admission or re-admission to the school
- f) name and address of the school last attended if any.

All pupils will initially be admitted on a probationary period for half a term to assess the suitability of the pupil and their receptiveness to the School Ethos. After the first half term, parents will be notified in writing whether their child has successfully completed their probationary period (Appendix 2 & 3).

This policy will take effect from 15<sup>th</sup> April 2016.



# Normanton House School

Normanton House, Village Street, Derby DE23 8DF Tel: 01332 769333

## Appendix 1

**Name**

**Address**

**Date:**

Dear Sir/Madam

Thank you for your application dated \_\_\_\_\_ to Normanton House Secondary School for your child (Name:) .....

Please attend an interview with your child on (Date).....

Please take note there are 2/8/10/12 number places available for year 7 for academic year ...../.....

Places will be offered subject to successful completion of the interview and examination. The places will be filled with the top highest percentages.

The Entrance examination will include a test on Salaah, Wudu, Quraan Hifdh and Recitation, Islamic Etiquettes and a Basic Maths and English Test.

If your child is not successful they will be automatically placed onto the waiting list which will expire on 31<sup>st</sup> October 201\_.

Should you require any further information you may contact the school.

Kind Regards

Waslaam

Normanton House School

## Appendix 2

**Name**

**Address**

**Date:**

Dear Sir/Madam

I am pleased to inform you that your child has successfully completed the probationary period at our school. We shall be offering your child a permanent position at the school.

Should you wish to accept the place, please complete the slip below and return by the end of this week.

Kind Regards

Waslaam

Normanton House School

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I would like to accept/not to accept (delete as appropriate) a permanent position for my child ..... at Normanton House School.

Signed.....

Print Name.....

Date.....



## Appendix 3

**Name**

**Address**

**Date:**

Dear Sir/Madam

I regret to information that your child has not been unsuccessful in her probationary period at our school. We are unable to offer your child a permanent position at the school.

Please attend for a meeting with the head teacher to discuss this letter on.....

We look forward to seeing.

Kind Regards

Waslaam

Normanton House School