



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 + VAT application processing fee which is payable when the application is submitted. Acceptance of an application form does not guarantee a place at the school.

In the case where there are no places 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 working at the school 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are subject to full payment of all fees and due charges and adherence to all school rules and regulations and may be withdrawn in the case of non-compliance with any of the above.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.

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 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.



Normanton House Secondary School

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 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 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 Quraan and this is at the discretion of the Trustees.

All applicants will be subject to the following conditions.

- Performance of the pupils
- 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.

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 applicants must undergo an entrance examination.

Applications from Year 6 Pupils are open from 1st September to the deadline which is 1st December. Any application received after this time shall be treated as an external application.

Any places shall then be opened up to external applicants from the 1st November to the deadline 15th January of that academic year.

All external applications received from 1st November to 15th January 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.

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

Any pupils who do not receive a place shall be placed on the waiting list.

There is an application processing fee of £50 + VAT 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 e.g. assessment, 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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- 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 be admitted initially on a probationary period for half a term to assess the suitability of the pupil and their receptiveness of the School Ethos. After the first half term the parents will be notified in writing whether their child has successfully completed