



Normanton House School



ADMISSIONS POLICY



The Islamic ethos of Normanton House School encourages all pupils, regardless of social or cultural background, ethnic origin or gender, to obtain the greatest possible benefit from the education on offer at the school. The admissions policy is designed with the above principle in mind. All applications for places at our school will be processed on a first come first served basis. Each case is individual and will be assessed on its own merit. The school's decision will be final in all cases and will be made according to this policy. The procedures for handling applications for primary and secondary are distinct and given below.

Primary admissions procedure

Before submitting an application for a place, parents will be requested to visit the school and meet with the head teacher and/or director in order to better understand the ethos and vision of the school and its requirements of pupils.

All applications must be made by submitting a fully completed application form to the admin office. There is a non-refundable £50 + VAT application processing fee which must be paid when the application is submitted. Acceptance of an application form does not guarantee a place at the school. The application may be rejected at any stage in the process if any information given on it is found to be false.

The school will take into consideration previous school reports, behaviour record, academic potential, siblings at the school, family commitment to our ethos and other factors such as class sizes when making a decision.

If an application is acceptable but there are no places available at the time, the applicant will be offered a place on the waiting list which will be considered on a first come first served basis as and when a place becomes available.

When an application is successful the school will make an offer of a place in writing which must be accepted by the parents in writing before a place is allocated for the child.

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are subject to full payment of all fees and due charges and adherence to all school rules and regulations and may be withdrawn in the case of non-compliance with any of the above.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.

The parents of any child not offered a place have 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.

Girls' Secondary admissions procedure

Admission of new pupils to the secondary school will take place into the Year 7 cohort at the beginning of the academic year (September). The school will not consider any application for entry into any other year group except in exceptional circumstances and cases of individual merit such as an existing high standard of Arabic language and Hifdh of the Quran.

All applications must be made by submitting a fully completed application form to the admin office. There is a non-refundable £50 + VAT application processing fee which must be paid when the application is submitted. Acceptance of an application form does not guarantee a place at the school. The application may be rejected at any stage in the process if any information given on it is found to be false.

All applications to our girls' secondary will be assessed using the following criteria as well as the judgement of the leadership of the school

- Good behaviour record
- Entrance examination marks
- Previous academic performance
- Previous school report
- Parents' and child's commitment to our school's ethos and standards
- Siblings at the school

Existing Normanton House School pupils in Year 6 who wish to continue to Year 7 will be invited to submit an application form (in the first term of Year 6) and such applications will be considered before any external applications. These pupils will not need to sit the entry test, as their in-school assessments will be used to assess their academic performance and the other criteria such as previous performance and behaviour record will be considered. Any application received after the deadline shall be treated as an external application.

All external applicants must sit an entrance examination and also attend a parent/teacher/pupil meeting with the head teacher. All children applying to the school must demonstrate that they are happy to study at the school and commit to its ethos and Islamic standards of behaviour. Parents will also need to commit to their child keeping to these standards.

The entrance examination will include an interview with both parents and pupils, a written test on Islamic knowledge, Salaah, Wudu, Quran recitation, Islamic etiquettes, Arabic, maths and English.

Applicants will be informed of the school's decision within 6 weeks of the entrance examination. The school reserves the right to admit or reject admission for any reasons deemed necessary.

If an application is acceptable but there are no places available at the time, the applicant will be offered a place on the waiting list which will be considered on a first come first served basis as and when a place becomes available.

When an application is successful the school will make an offer of a place in writing which must be accepted by the parents in writing before a place is allocated for the child.

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.

Admission

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

- a) name in full with the correct spelling as on birth certificate
- b) gender
- 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