

Dated September 2021

Islamia Girls School/Brondesbury College “The School”

Enrolment Policy

CLAUSE	CONTENTS	PAGE
1	INTRODUCTION.....	3
2	STAGE 1: APPLICATION.....	3
3	STAGE 2: ENTRANCE REQUIREMENTS	3
4	STAGE 3: INTERVIEW PROCEDURE.....	4
5	STAGE 4: ACCEPTING AN OFFER OF A PLACE	6
6	ADDITIONAL POINTS	6
7	PROGRESS REPORTS.....	6
8	ONE TERM TRIAL	6
9	ETHICS OF PARENTS	7
10	FINANCIAL ASSISTANCE	7
11	SPECIAL EDUCATIONAL NEED.....	7
12	ENGLISH AS AN ADDITIONAL LANGUAGE	7
13	DISABILITY PROVISION	8
14	DISCIPLINE AND EXCLUSION	8
15	COMPLAINTS PROCEDURE	8
16	PROVISION OF INFORMATION.....	8

1. INTRODUCTION

School's Mission Statement

'Striving to provide the best education in a secure Islamic environment through the knowledge and application of the Quran and Sunnah'

The School is an independent Muslim secondary School. Through its mission statement, the School aims to serve the community by encouraging and promoting moral values and self-development within the context of the Islamic faith, catering for the spiritual, intellectual, imaginative, physical, psychological and linguistic development of individual students and society at large. Religious education and worship will, at all times, be in accordance with the teachings of Islam, improving and contributing to the society we live in through the qualities of mercy and justice, promoting positive and constructive interaction: *'Thus we have made you a justly balanced nation'* (Quran 2:143). The School will preserve and develop its religious character in accordance with these principles. Applicants must accept that Islam, based on the Quran and Sunnah, is the main guidance for policies, rules, education and behaviour.

2. STAGE 1: APPLICATION

There are a few preliminary procedures that parents should follow in order to apply for a place for their child at the School:

- 2.1. The application should be submitted with two **recent passport photographs** and a recent official School report from the current School. **SATS** results on School headed stationary (photocopies accepted) must also be included, if available, or sent to the administration office when available.
- 2.2. During the month of October every academic year, the School holds an Open Evening and Open Day for prospective parents and students. If parents are unable to attend the Open day/evening, they are welcome to arrange an appointment to view the School. Once the application has been processed, the School will contact the parents and invite the student for the entrance exam.

3. STAGE 2: ENTRANCE REQUIREMENTS

- 3.1. Students will be required to have a minimum of level 4 (SATs Score 100) in their Key Stage 2 SATs in each of English, Maths and Science, or have obtained similar results from Schools abroad.
- 3.2. The medium of teaching at the School is English, therefore emphasis is placed on the English language and students must show good competency in oral and written skills.

- 3.3. Applicants must sit an entrance exam comprising of English, Maths, Verbal Reasoning and Islamic Studies, for which a non-refundable fee of £150 is payable in advance.
- 3.4. The weighting for the subjects in the Entrance Examination are as follows:

Entrance Exam Subject	Weight
English	35%
Mathematics	35 %
Verbal Reasoning	20%
Islamic Studies	10 %

- 3.5. A minimum of **60% is required** in all subjects to pass the entrance exam. A re-sit may be allowed in exceptional circumstances at the discretion of the Head Teacher/Principal.
- 3.6. If the student is successful at this stage and fulfils the conditions regarding the examinations then the next stage of the application is initiated. In either case, parents will be informed of the success or failure of their application within four weeks of the examination being taken.
- 3.7. The School will take in to consideration any poor behaviour displayed by any students during the exam assessment day. Students may risk their chances of being considered for an interview if their behaviour and conduct is not good during their time spent sitting the exams at the School

4. STAGE 3: INTERVIEW PROCEDURE

If the applicant has successfully passed the entrance criteria in Stage 2, the parents will be informed of the interview by letter within four weeks of the examination being taken.

- 4.1. **Both parents and the student must attend the interview.** The Principal and/or Head Teacher may consider meeting an absent parent at some later date if an appropriate reason is provided.

- 4.2. Pupils will be tested on their Quran recitation and English reading and comprehension at this stage. The main objective of the interview stage is to look at exploring the following (for students):
- 4.2.1. Islamic knowledge and commitment
 - 4.2.2. Character, conduct/behaviour and outlook on life
 - 4.2.3. Willingness and determination to be part of our School
 - 4.2.4. A desire to make positive contributions to society
 - 4.2.5. Study habits
 - 4.2.6. Interests/hobbies and social interaction
 - 4.2.7. Use of social media, gaming and internet
 - 4.2.8. Quran recitation skill
 - 4.2.9. English reading and comprehension
- 4.3. The main objective of the interview stage is to look at exploring the following (for parents):
- 4.3.1. Islamic commitment
 - 4.3.2. Commitment towards the School's ethos and mission statement
 - 4.3.3. Academic support
 - 4.3.4. Ability to pay School fees
 - 4.3.5. Discipline
 - 4.3.6. Attitude towards discipline, internet, social media, gaming etc.
 - 4.3.7. Commitment in supporting the School's activities
 - 4.3.8. Reason for selecting the School
 - 4.3.9. Disclosure of any health, behavioural, education and SEN difficulties, current and historical related to the student.
- 4.4. A guardian, stepfather or stepmother may attend if parents are unable to attend for any appropriate reason. By agreement, a translator may attend the interview to translate for the parents if their command of English is weak.
- 4.5. At the interview parents and students are expected to tell the whole truth and inform the School of any **health, behavioural, educational and SEN difficulties**. If at any point it becomes apparent that misleading information was supplied, then this will jeopardise the place of the student at the School.
- 4.6. The applicants shall be informed of the decision based upon the interview within two weeks of the interview being held. If the interview is satisfactory, the student will be offered a place at the School.

- 4.7. Failure at the entrance examination or the interview stage does not deprive the student from applying in the following years. A student may not proceed to stage 4 if they do not meet the expectations highlighted in the main objectives listed in clause 4.2 and 4.3 above. It is also possible that several students may be interviewed for one place. The place will be given to the best performing applicant.

5. **STAGE 4: ACCEPTING AN OFFER OF A PLACE**

- 5.1. To secure a place for a student for the following academic year, an acceptance fee consisting of £150 admin fee + the corresponding term's fee for the academic term + £650 security deposit must be paid. The security deposit will be retained in the student's account until the student leaves the school and will be credited to the final payment of fees and/or sums due to the school upon leaving. Please refer to the most recent Deposits & Fees Terms & Conditions. Parents must **complete and sign all the necessary enrolment documentation, including the Parents Contract and Fee Agreement, and purchase the School uniform** (available from John Lewis) prior to the start date of the School.
- 5.2. To facilitate entry into the School, a **Taster Day** will be held in May/June for students who will be starting in Year 7 for the following September. This is an opportunity to experience life at the School for a day. In addition, various School policies will be available.

6. **ADDITIONAL POINTS**

- 6.1. School Fee Defaulters
- 6.1.1. Places in the School are restricted, therefore **if fees are left unpaid for any student for fifteen (15) days from the date due, then the student's offer of a place at the School may be withdrawn.**
- 6.1.2. **It is the sole responsibility of the parents to pay the full fees and accept the rules and regulations of the School.**

7. PROGRESS REPORT

- 7.1. During Year 8 the parents will be informed of the progress of students. A student who has not made any significant progress (behaviour or academic) will be given a written warning that if he/she has not reached the required level by the end of Year 8. He/she will be required to leave the School before the commencement of Year 9. In such a case, the parents will be informed at least 6 weeks before the end of Year 8 that their child does not have a place for Year 9.

8. ONE TERM TRIAL, ONE YEAR TRIAL/CONTRACT, CONDITIONAL OFFERS

Some students may be offered a provisional one-term trial or one year trial before they are fully admitted in the School. Parents will be informed of a decision at least 6 weeks before the trial is due to end if a student has not successfully met the conditions set out in the offer letter.

If the decision is negative for a one term trial only, then the School shall allow attendance for one more term (for which the due fee must be paid), but not more than that, to allow parents an opportunity to search for an alternative School. For students who are on a one year trial/contract, the school will inform the parents of the decision by the third week of term 3. For students on a one year contract, no extensions will be given. In such a case, the School **bears no responsibility for finding a place in another School which is the sole responsibility of parents.**

9. PARENTS' COMMITMENT

- 9.1. The School is an educational institution and as such it attempts to involve parents as much as possible in this process. Parents are expected to have a positive commitment to the Schools ethos and mission. The School reserves the right to discontinue enrolment of the student where this is not the case.
- 9.2. Membership or support for any organisation deemed illegal within the UK or whose conduct is detrimental to the aims, objectives and ethos of the School may lead to immediate disqualification of the application or exclusion from the School.

10. FINANCIAL ASSISTANCE

- 10.1. If financial help is needed, **parents must apply to the appropriate organisations or charities requesting help, as the School is unable to offer any financial help.** However, should a charity or organisation approach the School for a reference this will be provided upon request.

11. Special Educational Needs (SEN)

- 11.1. The School is currently unable to accept students with a statement for SEN. However, in pursuing our aim to provide the best possible learning environment for all our students, we may be able to consider SEN students only if we are able to provide and fulfil the needs of the student. This may include additional fees for student and/or additional financial support from local authority and the requirement of additional support staff.

12. ENGLISH AS AN ADDITIONAL LANGUAGE

- 12.1. For most of our students, English is an additional language. We are an English medium School and our entrance criteria ensures that all our

students are at a suitable level of proficiency before they start at the School. The School ensures that the development of English language is a priority in the curriculum, and that vocabulary and use of language is developed across all subjects.

13. DISABILITY PROVISION

- 13.1. Applicants with a disability are welcome and having satisfied the entrance criteria, and before giving a firm offer of a place, the School will consider what it can do to provide the applicant with access to the site and access to the curriculum. Given the limits of the site and building, the School will do whatever it can, within reason, to provide for the applicant.

14. DISCIPLINE & EXCLUSION

- 14.1. Students are required to conduct themselves in accordance with the School's policies on Behaviour and Attendance. These are available from the School's website. Contravening these may lead to permanent exclusion from the School. Where a student is suspended from School temporarily, the School will provide the student with the relevant work at home.

15. COMPLAINTS PROCEDURE

- 15.1. The School's procedure for handling complaints is available on the School's website.

16. PROVISION OF INFORMATION

- 16.1. The School will provide upon request particulars of the policies related to the curriculum offered, bullying, child protection, health and safety, the promotion of good behaviour and sanctions adopted in the event of misbehaving.

PLEASE NOTE: Decisions are taken by the Principal/Head Teacher, in accordance with the factors mentioned above. In borderline cases, a process of dueconsultation is followed. In all circumstances the Principal/Head Teacher's decision is final.