



ALAMEEN
PRIMARY SCHOOL



ADMISSIONS

POLICY

IN THE FOOTSTEPS OF

MUHAMMAD



In the name of Allah, The Beneficent, The Merciful

Introduction

Al Ameen Primary School is an independent Islamic primary school with an early years setting which admits boys and girls from nursery to year 6. We are an inclusive school and we welcome pupils from all religions, backgrounds and cultures provided they respect the Islamic ethos of the school as stated in our mission statement. Parents are encouraged to visit our website where they can find lots of information about the School or attend one of our Open Days/Evenings to help make an informed choice about their child's education.

The Head Teacher is responsible for admissions to the school.

Registration Process

The application process begins with the completion of an application Form (available from the office or on our website) and the payment of a £60, registration fee. Relevant ID will also need to be provided as outlined in the application form.

If the applicant has previously attended another school, we will ask for the child's report from their previous school. Where a report from a previous school is not available, the applicant may have to sit an entrance test (KS2 only).

To ensure equality of opportunity for all pupils, including those with specific educational needs, parents of a prospective pupil with an existing teacher's or health professional's assessment, an Individual Education Plan (IEP) or equivalent, an Educational Psychologist's report and/or an Educational Health Care plan, are requested to submit copies of such papers to the Headteacher who will then consult with the SENCO to determine whether the school can reasonably provide the level of support needed by the pupil. Failure to disclose this information may later result in parents being asked to withdraw the pupil without being charged fees in lieu of notice if, in the opinion of the Headteacher the School cannot provide adequately for a pupil's special educational needs.

If a pupil is accepted into the school with known educational needs, the school has a duty of care to meet those needs. In this instance, the school will consult with parents to determine how the needs of the pupil can best be met. If a pupil is accepted into the school and the special needs become apparent at a later stage, the school will assess whether it is able to meet those needs or not. If the school cannot reasonably provide the level of support needed to meet the needs of the pupil, it may be necessary to ask parents to provide additional outside support or, in very rare circumstances, withdraw the child. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Following the submission of the form with the registration fee along with the relevant documents, if the head teacher feels that the child's needs can be met at the school and spaces are available in the class the child would go into, a firm offer will be made for a place at Al Ameen Primary School.

Where a decision cannot be made, for example if a report from a previous school is unavailable and it would be inappropriate to have the child sit an entrance test, a conditional place may be offered for a trial period. This is at the discretion of the head teacher.

- The Administrator at Al Ameen Primary School is responsible for all registrations.
- Registrations are accepted by e-mail, by post and in person. Postal registrations are taken according to the post date on the envelope. The e-mail address to register your child is contact@alameen.bham.sch.uk

- Parents are encouraged to make an appointment and visit the school to see the head teacher or a senior leader.
- Where spaces are unavailable and an applicant has satisfied the requirements above, they will be placed on a waiting list.

Entry points

- Registrations are accepted from the beginning of term following a child's third birthday in nursery. For the primary stage, applications are accepted in September following a child's fifth birthday.
- Applications are also accepted throughout the academic year and are at the discretion of the head teacher, subject to available spaces and the above requirements. There are a limited number of places on offer so parents are advised to contact the school office when making an application.

Waiting List

If any places do become available then parents with a child on the waiting list will be contacted by the administrator.

Record Keeping

The following details are recorded on the admissions register for each child in the school:

- Full name
- Gender
- Date of birth (day, month and year)
- The name and address of every known parent and an indication of the parent(s) with whom the child normally resides and at least two telephone numbers
- Emergency contact details of the parent with whom the pupil normally lives
- Address of new or additional place(s) of residence of the pupil and date the pupil began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission or re-admission to the school
- Name and address of the last school attended if any
- Name of destination school – where known
- Start date at destination school – where known

We are required to notify our local authority when we add or remove a pupil's name on the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

English as an Additional Language (EAL)

We do not withdraw children from lessons to receive EAL support. The class teacher and/or teaching assistant supports the individual child.

We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. We also allow the children to perform and be assessed on tasks in

their own language especially in areas such as maths. Differentiation of texts and materials that suit the child's age is used to encourage learning. Support is also provided through ICT and audio materials.

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: August 2024

Next review due by: August 2026

Signed: M A Rahman