



AL AMEEN
PRIMARY SCHOOL



ADMISSIONS

POLICY

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: July 2025

Next review due by: July 2027

Signed: M A Rahman

IN THE FOOTSTEPS OF
MUHAMMAD

1. Introduction

Al Ameen Primary School is an independent Islamic primary school with an early years setting which admits boys and girls from FS1 (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 detailed information about the school, or to 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. The school Administrator is responsible for processing all registrations.

As an independent school, Al Ameen Primary School is its own admissions authority. The school is not bound by the DfE School Admissions Code or the School Admission Appeals Code, which apply to maintained schools. Places are offered in an open, fair and transparent manner in accordance with this policy.

2. Legal Framework

This policy has regard to the following legislation and guidance:

- Equality Act 2010
- The Education (Independent School Standards) Regulations 2014, including Part 6 (provision of information)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children and Families Act 2014
- EYFS Statutory Framework for Group and School-Based Providers (September 2025)
- ISI Inspection Framework (September 2025)

This policy operates in conjunction with the school's SEND Policy, EAL Policy, Complaints Policy, Suspension and Exclusion Policy, Data Protection Policy and Privacy Notice.

3. School Structure and Entry Points

The school's Early Years provision consists of two phases: FS1 (for children aged 3–4) and FS2 (for children aged 4–5). The school does not operate a reception class; FS2 forms part of the school's registered early years provision. Children move from FS2 into Year 1 in the September following their fifth birthday.

- FS1: entry from the beginning of the term following the child's third birthday.
- FS2: entry from September, for children who are 4 years old on or before 31 August of that year.
- Year 1: entry from the September following the child's fifth birthday. Entry to Years 2–6 is by in-year application.

Applications are also accepted throughout the academic year for all year groups and are at the discretion of the Head Teacher, subject to available spaces and the requirements set out in this policy. There are a limited number of places available, so parents are advised to contact the school office before making an in-year application.

4. Early Education Funding

The school claims early education entitlement funding for eligible children in FS1 and FS2. Funded places are available from the beginning of the term following a child's third birthday and continue until the start of the funding period (January, April or September) following the child's fifth birthday, at which point the child reaches compulsory school age. Once a child reaches compulsory school age, early education funding ceases and school fees become payable in accordance with the school's fee terms, even where the child remains in FS2.

Parents who are eligible for the extended (30-hour) entitlement must apply and renew their eligibility code on time via the government website. Funding cannot be backdated; where a code lapses, any hours that cannot be funded will be charged to parents. Full details of session times, funded options and charges for additional hours are set out in the EYFS welcome pack and the school's fee terms.

5. Registration Process

The application process begins with the completion of an Application Form (available from the school office or on our website) and the payment of a £60 registration fee per child (non-refundable). The registration fee is not required for children below compulsory school age, but becomes payable once a child reaches compulsory school age (the start of the term following their fifth birthday). This may occur while the child is still in FS2. Relevant ID must also be provided, as set out in the Application Form. Applications received without full payment of the applicable registration fee will not be processed.

Registrations are accepted by email, by post and in person. Postal registrations are taken according to the postmark date on the envelope. The email address for registrations is contact@alameen.bham.sch.uk. Parents are encouraged to make an appointment to visit the school and meet the Head Teacher or a senior leader.

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 be asked to sit an entrance assessment (KS2 applicants only).

Following submission of the form, the applicable registration fee and the relevant documents, a firm offer of a place will be made where the Head Teacher is satisfied that the child's needs can be met at the school and a space is available in the relevant year group.

Where a decision cannot immediately be made — for example, where a report from a previous school is unavailable and it would be inappropriate for the child to sit an entrance assessment — a conditional place may be offered for a trial period. This is at the discretion of the Head Teacher.

6. Special Educational Needs and Disabilities (SEND)

To ensure equality of opportunity for all pupils, including those with special 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 Education, Health and Care (EHC) plan are requested to submit copies of such documents to the Head Teacher, who will consult with the SENCO to determine whether the school can reasonably provide the level of support needed by the pupil. The school will make reasonable adjustments in accordance with the Equality Act 2010.

Material non-disclosure of a child's known special educational needs at the point of application 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 Head Teacher, the school cannot adequately provide for the 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 and will consult with parents to determine how the needs of the pupil can best be met. If special educational needs become apparent after admission, the school will assess whether it is able to meet those needs. If the school cannot reasonably provide the level of support required, it may be necessary to ask parents to provide additional outside support or, in very rare circumstances, to withdraw the child. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Where a parent wishes the school to be named in a child's EHC plan, the school will consult with the parents and the local authority to determine whether it is able to meet the needs set out in the plan before agreeing to be named.

7. Waiting List

Where spaces are unavailable and an applicant has satisfied the requirements set out above, the child will be placed on a waiting list for the relevant year group. The waiting list is ordered by the date the completed application was received, with priority given to children who have a sibling currently attending the school. If a place becomes available, the Administrator will contact the parents of the child at the top of the list.

8. Record Keeping — The Admissions Register

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, the following details are recorded in the admissions register for each pupil:

- All names by which the pupil is known
- Sex
- Date of birth (day, month and year)
- The name and address of every known parent, an indication of the parent(s) with whom the pupil normally resides, and at least one telephone number for each such parent
- Emergency contact details
- The pupil's home address and the date the pupil began to reside there, including any new or additional places of residence
- Date of admission or re-admission to the school
- Name and address of the last school attended, if any
- Name of the destination school and the start date at that school, where known

The school will notify the local authority within five school days whenever a pupil's name is added to or deleted from the admissions register, providing the information required by the 2024 Regulations.

9. English as an Additional Language (EAL)

Having English as an additional language is not a barrier to admission. The support the school provides for pupils with EAL is set out in the school's EAL Policy.

10. Equal Opportunities

The school's admissions arrangements do not discriminate against any child on the basis of a protected characteristic under the Equality Act 2010. As a school with a religious character, the school may have regard to its Islamic ethos in its admissions arrangements to the extent permitted by law; however, the school welcomes applications from families of all faiths and none, and offers places to children regardless of faith where places are available.

11. Queries and Complaints

As an independent school, Al Ameen Primary School does not operate a statutory admissions appeals process. Parents who have a query or concern about an admissions decision should raise it with the Head Teacher in the first instance. If the matter is not resolved, parents may use the school's Complaints Policy, which is available on the school website or from the school office.

12. Monitoring Arrangements

This policy is reviewed every two years by the Head Teacher, or sooner following any significant change in legislation, statutory guidance or the school's circumstances. The next scheduled review date is set out in the approval table at the end of this policy.