

# IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS)

## Admissions

We Learn, We Lead, We Inspire

Review Date..... 25<sup>th</sup> June 2018 .....

Signature .....  .....

Frequency of Review .....Annual.....

Next Review Date ..... 25<sup>th</sup> June 2019 ...

## Iqra Slough Islamic Primary School Admissions Policy

### School Year 2018/2019

#### Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004 which was revised in February 2012.

#### Reception Admission Arrangements

**Published Admission Number** - The School's Published Admissions Number (PAN) agreed for admission to the Reception Year is 90. If no more than 90 applications are received for admission to the Reception Year, all applicants will be offered places.

#### **Applying for places**

Children will be admitted to the Reception Year at the beginning of the Autumn Term before their fifth birthday. Parents must complete a Common Application Form (CAF) and submit it to the LA. The CAF must be submitted to the LA to meet the published deadline. Details of all the applications made will be submitted to the school by the LA. If parents wish their application to be considered under the school's faith-based admissions criteria (criterion 3 below) then they also need to fill in a Supplementary Information Form and return it to the school. Failure to complete this form will mean the Governors are unable to apply the faith based criteria below which may disadvantage you.

#### **Admission Policy Slough Islamic School 2018/19**

Where a pupil has a Statement of Special Educational Needs naming the school, the school will admit the pupil whether there are places available or not. All other applicants will be allocated according to the published Admissions Policy.

Oversubscription criteria: - When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), the Governors will allocate places according to the Admissions Criteria below, which will be applied in the order of priority shown, and will advise the Local Authority (LA) of the children that they propose to admit.

1. Looked after children
2. Children of staff members
3. Children from a Muslim background (up to 75% of the intake)
4. Children from a non-Muslim background (up to 25% of the intake)

Within categories 2 & 3 applicants will be prioritised as follows:

- (a) Children who have an older brother or sister at the school when the applicant is due to be admitted.

**Siblings:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

- (b) Children who have medical or social needs and whose application can be supported in writing by the relevant professional such as a social worker GP

- (c) Children who live in the catchment area of the school, which includes all Slough wards  
**Distance:** Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority
- (d) All other applicants

### Supplementary Information Form

The School's Supplementary Information Form for admission in 2018/2019 will be available from the school from the school office and should be completed and returned at the same time as the local authority's Common Application Form (CAF Primary). The Supplementary Information Form should be returned to the school.

### In-year applications

In year applications are welcome direct to the school and these are co-ordinated by the Local Authority. The admissions criteria detailed in this policy remain the same for in-year admissions.

### Waiting List

The LA maintains a waiting list (when appropriate) for those children whose applications for a reception place have not yet been considered and for those who are not offered a place. All other waiting lists are maintained by the school. The order of priority on the waiting list is determined using the admissions criteria given above. No account will be taken of length of time on the waiting list, so it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time.

## **A Guide to Iqra Slough Islamic Primary School Admissions Appeals.**

### **How do I submit an appeal?**

The clerk will acknowledge receipt of your appeal form within 15 working days.

If you do not hear anything within that time, please telephone 01753 520018, to check that the form has been received.

A copy of your appeal form will then be sent to the admission authority (Iqra School) who will prepare a statement detailing how the school's admission criteria have been applied and the reasons for not offering your child a place at your preferred school.

The admission authority also supplies to the Clerk copies of any relevant previous correspondence, including your application form, if applicable. All this information will be circulated to you and the Panel before the hearing. You can submit written material in support of your appeal up to the appeal date, although it would be helpful if you submit the material as early as possible.

You will receive ten school days' notice of the date and time of your appeal. You will be informed of the venue and the procedure to be followed at the appeal. You will also be sent a copy of the admission authority's statement before the hearing.

### **Who sits on an Appeal Panel?**

Panels are made up of three members. None of the Panel will have any connection with the school you are appealing for, the school that you have been allocated or will have been involved in the original allocation decision.

## **Who attends the appeal?**

You have a right to attend the hearing and it is very helpful if you can attend to put your case. A friend or another family member may also attend to support you or help you put your case. Legal representation is seldom required and you should be aware that the Panel is unable to pay any of your costs.

If you decide not to attend the hearing and do not request an alternative time or date, your appeal will be heard in your absence based on the written material you have submitted.

A representative from the admission authority Iqra School, sometimes supported by the school's Head teacher, attends to put the school's case.

The clerk to the Appeal Panel will be present throughout the hearing. The Clerk has no role in the decision making process but is an independent source of advice and takes a note of proceedings.

## **What will happen at my appeal?**

Hearings should be as informal as possible but the normal procedure is as follows:

The chair will welcome you to the appeal, outline the procedure and introduce to you the other Panel Members, the admission authority's representative and the Clerk.

The admission authority's representative will begin by explaining why your child has not been offered a place at your preferred school. If you or the Panel wish to ask a question on what has been said this is the time to do so. The Chair will then ask you to put your case. You will be given as much time as you need and it is important that you tell the Panel everything that is relevant to your case. The Panel and the admission authority's representative will then ask you questions on what you have said.

The Chair will give both parties the opportunity to sum up their case before being asked to leave the room. The Panel will then discuss the appeal in private and come to a decision which will be recorded by the Clerk. Appeals are timetabled and every effort is made to keep to your appointed time. Please note that there is occasionally some delay if previous appeals have taken longer than expected.

## **How is the decision made?**

*Infant class size appeals - Reception, Year 1 and Year 2*

The School Standards and Framework Act 1998 states that there cannot be more than 30 pupils in an infant class (Reception, Year 1 or Year 2). In most cases, the admission authority will have refused to admit your child because to do so would cause a class to breach the legal limit of 30. If yours is an infant class appeal, this will be explained in the papers circulated before the hearing. If you are unsure, contact the Clerk.

It is important to note that for this type of appeal, the powers of the Appeal Panel are extremely limited and Panel Members are only allowed to consider strict criteria as set out by the Appeals Code.

An infant class appeal may only be allowed if any of the following criteria apply:

1. The admission of your child would not breach the legal limit
2. The admission criteria were not lawful
3. The admission criteria were incorrectly or impartially applied and your child would have been offered a place if they had been correctly and impartially applied.
4. The decision to refuse was not one which a reasonable admission authority would have made in the circumstances of the case.

The threshold for finding that the decision to refuse admission was not one that a reasonable authority would have made.

To find a decision 'unreasonable', the panel would consider that, given all the information available to the admission authority at the time *"no sensible person who had applied his mind to the question could have arrived at it"*.

It is only in rare cases that an Infant Class Appeal is allowed.

