



ADMISSIONS POLICY

Suffah Primary School

Autumn 2 2020

Review Date: Autumn 2 2022

1. INTRODUCTION

The school's Islamic character is guided by the teachings of the Qur'an and Sunnah. The mission statement of the school is:

To achieve excellence in an inspiring, safe and creative environment. To provide a stimulating, diverse and enriching curriculum.

The vision of the school is:

To provide a stimulating, diverse and enriching curriculum.

To nurture pupils to have impeccable Islamic character and to be exemplary British citizens

The School seeks to attract pupils whose parents wish them to attend a primary school with an Islamic character.

The School will accept children from other faiths or from a no faith background.

Admissions are open all year around subject to a place being available in the sought-after class.

A separate application will have to be made for a pupil moving from EYs into Reception but not from Reception up to Year 1. There will be no assessment fee for this situation.

The retaining deposit will have to be made by the deadline for the child to keep his/her place for the following year. (Please see the Fees Guidance Document).

Nursery places are flexible. Parents can request AM or PM sessions so long as they are available. Parents can also ask for full days to use their 15 hours but again if the spaces are available.

2. OVERSUBSCRIPTION CRITERIA

The Governors will admit up to (24 children in each class from Reception to Year 6. In the event of oversubscription, places will be offered in the following order of priority.

- Current pupils in Nursery will have priority over new applications when moving into Reception
- Children with a sibling at the school on the date of admission
- Children of permanent staff employed directly by the school
- Date of receipt of application

Each time a new pupil registers, the priority list will be reset as an application for a child with a higher priority may have just been received.

The above admission criteria will also be used for places that become available for all other year groups.

Appeals

Parents have the right of appeal to the Governing Body against any decision by the School. A committee will be set up to deal with appeals.

Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. There will be one waiting list per class for all applicants

Children with Special Educational Needs

The School is happy to admit pupils with SEN if it can meet their needs. Parents/carers of a child with SEN should state this on the application form.

The School Fees

The School provides a quality education at the lowest reasonable fee level and has very limited scope for funding additional resources or staffing. Parents and carers will therefore be requested to pay school fees according to a banding system. After your child's assessment, the school will inform you if your child needs extra learning and support to catch up. If that is the case, you will be informed of your child's fee band shown below.

e.g. Green Band £3,300

e.g. Orange Band £4,700

e.g. Red Band £6,700

ADMISSIONS PROCEDURES AND FAQs

Who do I make the application to?

For all places, please fill in the School Application Form and submit **online** by the deadline stipulated.

What will happen to my applications forms once I submit them?

The School will call you for an interview and your child in for an assessment.

When do I make the application?

Applications are open all year around. All applications will be added to the waiting list and will be processed in accordance of the admission criterion above.

Who co-ordinates the school admissions?

The School Administrator, under supervision of the Headteacher, coordinates the school admissions. (S)he determines the places strictly in accordance with the Admission Policy.

Who do I contact if I am still unsure?

The Admissions Officer, Ms Amina Abderrahman can be contacted on 0208 572 9817

4. Responsibility of the Board of Governors

To delegate powers and responsibility to the Head teacher to ensure everyone complies with this policy.