



# Admissions Policy

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

**Approved by:**

Governing Board

**Last reviewed:** Spring 2025-26

**Next review due by:**

Spring 2026-27

## 1. Introduction

**1.1** The governing body of Noor ul Islam Primary School applies its Admissions Policy fairly and equally to all those who wish to attend this school.

## **2. Aims and objectives**

**2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.

**2.2** All applications will be treated on merit and in a sensitive manner. An appropriate number of parents are invited to a meeting in the order they appear on the list when places become available. The invitations are offered in strict order of the number of points gained after the initial vetting process. Parents may be offered a place if the meeting is deemed successful.

**2.3** Points are awarded based on a number of criteria:

- a) whether the child attended the Noor UI Islam Pre-School (check their attendance record)
- b) whether the child has a sibling/s already attending the Noor UI Islam Primary School
- c) when their application form was submitted
- d) where they live, and
- e) if either parent is official representative of the Noor ul Islam organisation, such as school staff, staff from any of the Noor ul Islam Trust departments, school governor or Noor ul Islam Trustee.

Additional points are also awarded based on the responses given to personal questions on the admissions form. In order to ensure pupils' profiles are similar, questions about home life are asked. Additional areas that are considered and information is requested are:

- a) parents' expectations of the school;
- b) Islam in the home
- c) potential parental involvement in the school (and Noor ul Islam Trust) and
- d) parents' plan of ensuring fees are paid on time is also requested.

By vetting applicants using these criteria, the school is better placed in ensuring that the best candidate is selected. If the candidate is compatible with the school's ethos, they have a better chance of settling in the school, therefore maximising their potential and attendance in school.

## **3. Admission Process**

**3.1** Parents must fill in an admission form when they would like their child to start school. This form can only be submitted once the child reaches 3 years old.

**Google link to our school's application form: <https://forms.gle/ctgzDkcr3iaizYSK6>**

**3.2** Children with Special Educational Need and Disability (SEND): As a selective independent school, we are not required to identify SEND or provide support in the same way as a non-selective maintained school. Applicants are not penalised for having a medical condition or Special Educational Needs and Disability (SEND). This information is only used to allow us to determine, in advance, what help the child may need in school. Parents with children who have SEND will however be told about the limitations of resources in the school. The school is not resourced to cater for students with special educational needs and English as an Additional Language. The admission policy has stipulated measures so that these students are not disadvantaged. The curriculum, schemes of work and extracurricular activities will aim to cater for Gifted and Talented and more able students as well as lower achieving students in line with the school's equal opportunities guidance. In the event that a child is identified to require support that is significantly different or additional to the majority of others the same

age, the school will work closely with the parents and identify the right level of support for the child. This may include further consultations and referrals to external agencies.

Subsequently, there will be a period of monitoring and review to assess the impact of support and as a last resort, a transfer to a more suitable educational setting may be necessary whereby the needs of the child can be met effectively.

- 3.3. The deadline for submission of forms for Reception intake is the 15<sup>th</sup> of January. The application form should also be used for submission to other years.
- 3.4. No additional paper must be used.
- 3.5. Children are admitted to Noor ul Islam Primary school in the academic year they become five years old. There is one admission date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five years old, should ensure that they complete the necessary application form by 15<sup>th</sup> January of that preceding academic year. If places become available during the course of the year, the Head teacher will consult the admission list and invite the next applicant in the relevant year group. Parents applying for a place in another class will be placed on a waiting list and considered if a place arises.

#### Summary of Admissions Procedure is as follows:

**Step 1** Complete the application form and make the application fee payment.

**Step 2** Those shortlisted are informed in writing.

**Step 3** Shortlisted pupils and their parents are interviewed.

**Step 4** Offer is made to successful candidates.

**Step 5** If the registration fees are not paid within the due date, then the place will be offered to the next pupil on the waiting list.

#### 4. Admission appeals

- 4.1. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase above a manageable amount (see point 5).
- 4.2. If parents wish to appeal against a decision to refuse admission, they can do so if they feel the policy has not been implemented. They should write to the Governing Board who will assess the application and possibly arrange an independent panel to consider it. However, the Governing Board's decision in this matter is final.

#### 5. Class size

We teach children (aged four to eleven) in classes that have a maximum number of 30 children. Most classes, however, will have a smaller maximum number due to our building restrictions.

#### 6. Withdrawal procedure

Parents will from time to time decide that they would like to leave the school. This will occur for a variety of reasons. In order to ensure the school fulfils its statutory obligations under the DFE Guidance, 'Children missing from Education' Sep 2016, and to safeguard the wellbeing of the child(ren) leaving, the following process will apply. In all instances a child withdrawal from school form will be completed by the school. If parents choose to take their child out of the school, a minimum of one term notice (4 months) must be provided in writing to the school to receive refund for the remaining fees for that academic year. Admission fees is non-refundable. Please see table below:

Leaving in...	Last Day of Notification:
Term 1 (September-December)	Before the start of Term 3 in the previous academic year
Term 2 (Jan-April)	Before the start of Term 1 in that academic year.
Term 3 (May-August)	Before the start of Term 2 in that academic year.

#### 6.1 Leaving school for secondary school

The school office will contact the secondary schools that the child will attend to ensure that the child has started at the school. If the child has changed secondary school, parents are required to inform the school. Should the school be unable to locate the whereabouts of the child, a referral will be made to the Education Welfare Officer for Waltham Forest.

#### 6.2 Leaving school for another primary school

The school office will need to receive a completed '*Notification of pupil leaving form*' (available from the school office) stating the parents wish to leave the school with a minimum of one term notice. The school will make checks to ensure that the child has joined the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.

#### 6.3 Leaving school to home school

The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) stating the parents wish to 'home school' their child with a minimum of one term notice. The school will then complete an 'Elective Home-Schooling Form' which will be submitted to Waltham Forest council.

#### 6.4 Leaving school due to family relocation abroad

The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) with a minimum of one term notice. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.

#### 6.5 Leaving school before you have attended your first day

The school will expect all pupils who have applied and completed the registration payment to join the school. Should parents wish to withdraw their child before the child's first day at school, there will be a financial implication to the parent (please refer to the charging policy for more details). The school will also need to be informed where the child will be schooled and will be required to make checks with the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer for Waltham Forest.

#### 6.6 If a child is **excluded from the school**, the school will not refund any remaining tuition fees.

## Appendix 1 - For Internal use Only

### Admission list points system for all children

Criteria	Max Points awarded
Attending Pre school	25
Sibling at the school at the time of offer 20 points for a sibling, 40 for 2, 60 for 3+)	60
Application form submitted on time	10
Locality	10
Governors, Trustees and staff (must currently be holding this position for at least the past year). (Primary school teaching staff: 30 Points and Governor/Trustee/other staff: 15)	30
Top 25% of waiting list	20
Between top 26% and 50% of waiting list	15
Between top 51% and 75% of waiting list	10
Between top 76% and 100% of waiting list	-
Questionnaire	50
<b>MAXIMUM TOTAL POSSIBLE</b>	205

The above scoring system will determine who will be invited for a meeting. At the parents meeting, if the Headteacher is satisfied that the child and parents are suitable (eg Islamic adhaab, background, able to fit into the appropriate class – taking into account attainment in subjects such as literacy, numeracy and Arabic) a place will be offered.

If a place is offered for the beginning of the next academic year but refused to be taken up at that point in time the child's name will be taken off the list. If the parent would like the child to be placed on the list again they will have to re-submit a form.

In the event of children having an equal number of points awarded contesting fewer places, the applicant with the shortest time between their third birthday and the date of their application will be the one invited to a meeting.

#### Pre-School

If the applicant had attended Pre-School for at least a term, then 25 points will be added. If the applicant had only appeared on the Pre-School waiting list then no points will be awarded.

#### Siblings

If the applicant has a brother/sister currently attending Noor Ul Islam Primary School and the sibling will still be there in the year the applicant is due to attend then 20 points will be awarded. If there are two siblings who will be at the school when the applicant is due to enrol then 40 points is awarded and for three siblings or more then 60 points is awarded.

#### Member of staff, Trust Staff, Governors and Trustees

Staff are encouraged to send their own children to the school. Therefore, applicants who are teaching staff at the Primary School for at least one year will receive an extra 30 points. Other Staff at the primary school, Governors, Trustees and other staff within the Noor Ul Islam Trust will receive 15 points.

#### Locality

Parents residing up to 0.5 mile away from the school will receive 10 points.

Parents residing in between 0.5 mile and 1 mile away from the school receive 5 points.

Parents who reside between 1 to 2 miles away from the school receive 3 points.  
No other points will be allocated for locality. This is based on the address given at the time the admission list is scored.

The school will use the straight line method from post code to post code, using the website <http://ukpostcode.net>.

### **Questionnaire (SEND & EAL)**

Applicants are not penalised for having a medical condition or Special Educational Needs and Disability (SEND). This information is only used to allow us to determine, in advance, what help the child may need in school. Parents with children who have SEND will however be told about the limitations of resources in the school. The school is not resourced to cater for students with special educational needs and English as an Additional Language. The admission policy has stipulated measures so that these students are not disadvantaged. The curriculum, schemes of work and extracurricular activities will aim to cater for Gifted and Talented and more able students as well as lower achieving students in line with the school's equal opportunities guidance. In the event that a child is identified to require support that is significantly different or additional to the majority of others the same age, the school will work closely with the parents and identify the right level of support for the child. This may include further consultations and referrals to external agencies. Subsequently, there will be a period of monitoring and review to assess the impact of support and as a last resort, a transfer to a more suitable educational setting may be necessary whereby the needs of the child can be met effectively.

### **TV and Hobbies**

TV: Applicants who watch TV, especially programmes unsuitable for Muslims, will not be awarded any points in this section. Applicants who either do not watch TV or only watch Islamically suitable programmes will be awarded up to 5 points.

Hobbies: One point will be given for every suitable hobby. For the maximum score of 5 points candidates must also mention an Islamic themed hobby.

### **Reasons for sending child to Noor UI Islam Primary School**

Special Case (refugee, single parent...) will be awarded 5 extra points. Other reasons given will be looked at on merit and will be awarded up to 10 extra points (max 15 points).

### **Promoting an Islamic Household.**

Good ways of promoting an Islamic Household will earn up to an extra 10 points.

### **Parental Involvement in School**

Parents/Guardians who have been official members of the PTA (for at least 6 months) or have been official volunteers for Noor UI Islam Events will be awarded 10 points. Parents/Guardians who state they are willing to contribute to the CPD of staff will be awarded 5 points. Parents who just state they are happy to help will receive 2 points. Any Parents/Guardians that leaves the section blank or state they will not be able to help the school will receive 0 points.

If a parent/guardian is a Governor/Teacher Representative's with the Primary School then they will get the maximum 10 points for this section.

### **Payment of School Fees**

Parents' plan for ensuring school fees are paid on time will earn an additional 5 points.

All other responses will be for information only.

### **Selection**

Applicants will be selected on the total number of points they accumulate from their application.

The school will endeavour to ensure the maximum difference between boys and girls in a class does not exceed the 3:2 ratio, e.g. in a class of 25, there shouldn't be more than 15 of one gender and 10 of the other. Therefore, when a place becomes available, it may be the top scoring applicant from a particular gender group that is invited rather than the overall top scorer to ensure a good class balance.

Points to be awarded on or soon after the last week of February each year for the new Reception class, or as and when a place becomes available. The awarding of points in the *questionnaire* section will be based on Headteacher's, EYFS Governor and Head of Islamic Studies discretion.