



ADMISSIONS POLICY

Year 2018/2019

SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS TRUST
(BIST)

NAME: *G. F. Nounu*

DATE: 1 September 2018

REVIEW DATE: 30 August 2019



ADMISSIONS POLICY

NOTE TO ALL PARENTS

- When applying to Andalusia Academy Bristol (AAB) we also recommend that you fill in a separate Common Application Form, which can be obtained from and returned to your Local Authority.
- The school has set a standard number for admissions per class per year based on the need to maintain high quality provision.
- The school currently has a one form entry model and an admissions number to ensure any class will not exceed 24 children per year group, unless in exceptional circumstances and at the discretion of the Principal with evidence provided.
- The cap at 24 pupils per class is believed to be an effective class size to enable the teacher to give every child the necessary support and attention they need to become confident and independent learners.
- If there are fewer than 24 on time applications, places will be offered to the late applicants (subject to the entrance criteria in stage 2), until the figure of 24 is reached.
- No trustee or member of staff should be lobbied individually in relation to a specific application form. Any declared interest must be immediately made. Any evidence found with staff and trustees being lobbied and/or failing to declare an interest will be subject to a disciplinary procedure and the application immediately rejected.
- This policy has been drafted reflecting, where possible, government legislation and guidance (School Admissions Code 2014) and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

Admissions procedure

AAB welcomes all applications.

We have two main intake levels; reception and Year 7. We encourage entry at these times so as to aid the progression of the child academically without interruption, however, children are welcome to apply for entry in any year.

In-year admissions forms can be acquired through the school office and successful places awarded, based on candidates meeting qualifying criteria and a space is available, do not go beyond the start of the third term i.e. January.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have a series of events such as open days/evenings and 'drop in sessions' arranged during the year. Arrangements for visits outside of these dates can be made through the school office.

Children are admitted to the school using the criteria outlined in this policy. As an independent school we place great emphasis on ensuring high standards of academic progress, attainment and behaviour are maintained and this forms part of the selection process for admissions.

In-year admissions for primary/secondary are subject to a literacy and numeracy test and an interview with a member of Senior Leadership Team (SLT). Admissions for Year 7 are subject to an entrance exam, which are usually held in January each year, and an interview with a member of SLT. The school strives to attract the best and those with latent potential demonstrating the desire to improve.

Entrance criteria / fair access protocols

The minimum entrance requirement for children entering year 7 will be to have obtained a minimum of Level 4 at Maths, English and Science at KS2. Children must demonstrate good competency in oral and written skills.

The minimum entrance requirement for children entering reception class will be that they have adequate English language skills, a positive experience from home schooling / nursery and the ability to comprehend questions / follow instructions.

In-year admissions for other year groups depend on a child successfully passing an English and Maths test, alongside other material obtained from the child's current school that demonstrates their 'fit' to the school's ethos and high expectations on academic progress/attainment and behaviour.

Where the number of applications exceeds the number of places available, the Principal will use the following oversubscription criteria in this order:

- 1) Priority will be given to siblings. These include step, foster or half-brother/sister living at the same address. A sibling does not include cousins or relatives living at the same address
- 2) Families and children aspiring to respect the ethos of the school
- 3) Date the application received

The school's Senior Leadership Team (SLT) have the right to refuse the admission of children who have been permanently excluded from a school, if the last time was less than two years ago.

In the case of oversubscription, priority will be given to applicants with a statement of special educational need or education, health and care plan. The process for in-year admissions is the same for admissions at the start of the academic year.

Offers



Any offer is made subject to the child:

- meeting the pass thresholds in literacy and numeracy tests;
- having a good report i.e. academic progress/attainment, attendance/punctuality, good behaviour/leadership traits achieved from their current school;
- showing positive behaviour, oracy skills and attitude at an interview with SLT.

In the application form and during the interview with SLT, parents and children are expected to tell the whole truth and inform the school of any known health, behavioural, educational challenges and SEN issues.

The school may withdraw its offer if it is found that the place was offered based on a fraudulent or intentionally misleading application. The offer may also be withdrawn if the school has not heard back from the parent or carer of the child in writing within the 14 days' acceptance period.

The decision to offer a place is ultimately made by the Principal.

In the offer made, parents will be issued a pack that includes information on school admission and registration requirements. A £250 deposit is payable and forms need to be returned within 14 days of the offer letter being issued. If a parent fails to sign and return the acceptance letter and pay the £250 deposit within 14 days then the offer may be withdrawn unless a genuine reason is given to the school. If a parent signs and returns the form with the £250 deposit then this is considered as a space filled at school.

If a parent withdraws their child after this date and before the start of the academic year in which their child was due to start, then the £250 will not be returned unless a genuine reason is given.

If a child is refused admission, parents have a right to appeal to the Trustees. This must be done in writing to the Chair of Trustees, who can be reached on info@bist.org.uk

Appeals

Upon receipt of a request to appeal, The Chair of Trustees will request an independent panel be set up to investigate and decide on the matter. Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. In order to ensure a fair appeals process, members of the panel should not be a Trustee that has prior knowledge of the application and/or aware of the original decision being made.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on its Chair and decision by the Principal.

Waiting list



If there are more than 24 (per year group) on time applications, late applicants, whatever the reason will, unless there are very exceptional circumstances, be refused a place but will be put on a waiting list. They will be ranked immediately after on time applications.

The school operates a waiting list which is maintained until January of the requested year of entry. Parents may request that their child is placed on the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school, which is 24.

Up to 2 places for each year group are included for children from other faith communities and none. This is because some non-Muslim families may request a place at our school as they aspire to the school's ethos. The presence of such pupils will also enrich the cohort of the school. The Trustees expect such children and their families will seek to respect and contribute toward the school's ethos. The Trustees will seek to make the necessary adjustments to accommodate the needs of pupils from non-Muslim communities. If no non-Muslim applications are received then places will be allocated to those on the waiting list.

If a child on the waiting list is offered a position at the school, they will be notified by letter and will have the option of accepting or rejecting the place within 14 working days. Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where a child has multiple addresses, the address given to the school should be the one where the child spends most of their time.

Bursary and scholarships

The school offers bursaries for struggling families and scholarships for high-performing pupils, both of which are subject to a rigorous application process. Applications for both can be obtained from the school office, with the required evidence(s) and submitted together with a cover letter to the Principal. The Principal will review the information and delegate the BIST Finance Officer to liaise with the Chair of BIST and the independent panel set up to review applications being made.

For bursary applications, pupils must be progressing academically at above age related expectations, have an attendance figure of at least 95% from their current school and from a household whose income does not exceed £12,000 per year. For scholarship applications, this is awarded to Year 7 pupils and reviewed on an annual basis until they reach Year 11. Applicants must have achieved a level 5 in their SATs score (English and Maths), have an exceptional primary school report showing positive behaviour, high attendance/punctuality and leadership potential.

ANNEX A – STAGES OF THE APPLICATION PROCESS

In order for your child to enrol into AAB, a number of procedures take place that are outlined below:



Stage 1 - Application Form

Application forms can be obtained from the school and the deadline for submitting the completed form is at the end of the first term i.e. 23rd October 2015. Any application received after this date will be viewed as a late application.

Please ensure that the following information is included in the application form.

- A passport size photograph of the pupil
- A copy of the birth certificate
- A copy of the latest school report
- £50.00 non-refundable application processing charge

Please note that AAB cannot process the application form without any of the above.

Once the applications have been received, the Recruitment Officer and Head of Setting will decide whether to accept the application form and move it onto the next stage.

Unsuccessful applicants can reapply next year.

Stage 2 - Interview Procedure

Having reviewed the application form, the applicants meeting the required criteria listed above will then be offered an interview. For siblings this will take place during the month of December and for new applicants in January.

Confirmation of interview times will be sent to all parents and they will also be given a registration questionnaire to fill in which will need to be completed and brought in at the time of the interview. This will be discussed at the interview lasting about 30 minutes.

The parents and child must attend the interview. If a translator is required during the interview then the parents are to inform the school who will do their best to make the necessary arrangements.

Stage 3 - Accepting an offer of a place

All applicants will be notified of the outcome of their application form within 2 weeks of the interview. Successful applicants will be sent an offer letter to be returned within 14 days and must include a £250 enrolment fee to secure a place. The enrolment fee will be deducted from the school fees once the child has enrolled into the school. If the



acceptance letter and enrolment fee is paid but the child is withdrawn before the start of the academic year i.e. before September, then the fee is non-refundable.

For parents who are enrolling their fourth child (where there are no school fees), the £250 enrolment fee is still payable and will be deducted from their siblings account.

Parents must complete and sign the necessary enrolment documentation, including home school agreement, fee agreement and order list for school uniform.

Stage 4 - Induction process

To facilitate their entry to the school, the Reception teacher will visit the child's nursery in June and conduct a home visit in September before the start of term. Once this is complete, pupils in Reception will start their class in half-day sessions for the first two weeks prior to commencing full-time.

Taster days will be held in June for entrants to Year 7 boys or Year 7 girls to enable them to get a feel for school life at AAB. In-year applicants for other year groups may be offered a taster day to familiarise themselves in a new setting.

Parent information evenings will also be held in June and a follow up before the end of the first term to review progress.