



# **ADMISSIONS POLICY**

## **Document Control**

This policy has been approved for operation within Dar Ul Madinah Primary School.

Date of last review: July 2025

Date of next review: July 2026

Review period: Annually

Policy Status: Statutory

Owner: Directors

## Introduction

This Admissions Policy applies to the school year 2019 and subsequent years, subject to any review, decisions on applications received will be made by an admissions committee drawn together from the senior management as the senior management is the admissions authority for the school. Parents and carers making applications as part of the normal admission round i.e. into Reception at the normal point of admission should apply to the school on the common application form.

Children are normally admitted to our school in the September following their fourth birthday. Parents wishing to make an application for a place in the normal admission round must do so by statutory date 15th January. The school will send out offers on (or the nearest working day to) 16<sup>th</sup> April. In the event of a school receiving more applications than there are places available, the oversubscription criteria will be applied.

## Oversubscription Criteria

1. **Children who attended the Dar Ul Madinah Nursery**
2. **Children with siblings who will still be at the school at the time of admission.**

Siblings are defined pupils with brothers or sisters, step brothers or step-sisters, foster brothers or sisters half-brothers and half-sisters adopted brothers or sisters living together as one household already attending the preferred school (in Reception through to year 5) and expected to continue at the school in the following school year at the time of admission.

3. **Children who live nearest to the school according to the Ordnance survey address point system by Local Authority, known as “distance” applicants.**

Distances shall be measured using the Local Authority’s Ordnance Survey address point data system for measuring straight line distances from the address point of the home to the address point of the school in miles. Where two applications are equidistant then a random allocation will be undertaken.

4. **Children of staff who have been employed by Dar Ul Madinah School continuously for at least two Years at the closing date for applications.**

By children of staff we mean members of staff who have been **continuously** employed by the school for a period of two years and are on the school establishment listing, including teaching assistants and other administrative staff, It does not include staff who are subcontracted to the school, working at the school on a self-employed basis, or volunteer helpers in school. A valid Employee number must be submitted at the time of the application.

## **Information**

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

- a) Children reach compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday; All children with birthdays between 1 September and 31 August are usually admitted in September. However, for children with a birthday after Christmas or after Easter parents may defer entry until later in the year or request a part-time place until the child reaches statutory age, the Head teacher should be consulted if this option is being considered, however a place must be secured in the normal admission round and line with the statutory deadlines.
- b) All applications must be received by 15 January, at the latest, prior to the child's admission to school in the following academic year. All parents will be notified in writing by the school on 16 April or the next working day for admittance to school.
- c) In the event of a parent being refused a place in school for their child, they will be informed of their right to appeal.
- d) The Governors undertake to keep the terms of this policy under regular review.

## **Children with Statements**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school regardless of the schools PAN.

## **Admissions during the School Year In year admissions**

Parents will be informed in writing of the outcome of their application and the Local Authority informed. If the senior management is unable to offer a place then parents will be made aware of their right of appeal. If there is more than one application received then applications will be ranked in accordance with the oversubscription criteria. Places cannot be reserved in advance of a house move; resident in the catchment area does not guarantee a place at school.

## **Waiting list – Normal Admissions Round**

In the normal admissions round a waiting list will be held until the end of the autumn term in order to be included on the waiting list following an unsuccessful application, please contact the school

## **Expressions of interest – In year Admissions**

For in year admissions, where the school has no vacancies, **expressions of interest can be made to school** and names and telephone numbers will be held at school should a vacancy become available we will invite applications from the people who have expressed an interest and places will be awarded in line with the oversubscription criteria. The expression of interest list should not deter parents from making a formal application for consideration by the senior management, and any unsuccessful applications will result in parents being offered the right of appeal.

### **Late applications**

For the normal admission round, late applications will be considered AFTER all on time applications have been made and therefore you may be disadvantaged if your application is late. Late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

### **Address of pupil**

The address used on the admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school as this may affect your criteria. Where the parents live at different addresses, the current-at-the-time-of-application, and the normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of the week Monday to Friday mornings. Where the child lives equally with both parents the senior management will use the address provided for claiming Child Benefit. Parents may be asked to show proof of residency of the child that is being made for the address. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties.

### **Appeals**

If your application is unsuccessful you will be offered a legal right of appeal, to an independent appeals panel to challenge this decision. The decisions of appeals panels are binding on the Senior management of the school. Appeal application forms are available from the school office and should be submitted to the senior management within 20 school days of the unsuccessful application. The appeal will be heard within 30 school days your right of appeal will be outlined to you in the decision letter in relation to your application. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

### **Infant Class Size Regulations**

Apart from limited exceptions which are defined in the school admissions code, no infant class may contain more than 30 pupils with a single qualifying teacher, any admissions which would increase an infant class to more than 30 pupils to one school teacher would result in a breach and qualifying measures would need to be taken by the school. Qualifying measures may include organising an extra class, appointing an additional teacher, providing/building an additional classroom. Where the Senior management can show to an appeals panel that further admissions require qualifying measures to be taken an appeal can only be upheld if the panel

decided that the child would have been offered a place if the admission arrangements had been properly implemented; or the child would have been offered a place if the arrangements had not been contrary to the mandatory provisions in the Schools Admissions Code or the decision to refuse admission was not one in which a reasonable admission authority would make in the circumstances of the case. Limited exceptions now include Armed Services personnel.

### **Fraudulent applications**

Where the senior management discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in St Peters) which effectively denies a place to a child with a stronger claim, then the senior management is required to withdraw the offer of the place.

### **Twins/multiple births**

In relation to Twins or Children of Multiple births exceptionally it may be necessary to offer places over the published admission number to ensure that as far as possible twins or triplets or children from other multiple births can attend the same school, following changes to the admission code these children would be classed as permitted exceptions to infant class size legislation.

### **Repeat applications**

Repeat applications will not be considered unless the circumstances for the School or the applicant have changed significantly since the original application was made.