

## AL-MADINAH SCHOOL - ADMISSIONS POLICY

### **GENERAL OBLIGATIONS**

Al-Madinah Education Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.

For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of Al-Madinah Education Trust

Al-Madinah Free School Trust UK shall ensure that parents and ‘relevant children<sup>1</sup>’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of Al-Madinah Education Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

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<sup>1</sup> relevant children’ means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.



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## **PROCEDURE FOR ADMITTING PUPILS TO AL-MADINAH SCHOOL**

### Objectives

Al-Madinah School will focus on raising pupil achievement by offering a high standard of teaching integrated with longer school days and shorter school holidays.

Al-Madinah School will abide by the admissions code, the school admission appeals code and the admissions law with arrangements for over subscription. We will also consult with the Local Authority on our admission arrangements.

### Catchment area

Admissions to Al Madinah School will not be based on a defined catchment area. Any applicant regardless of distance or location will be considered equally within the defined admissions criteria. However, if in any admissions period the School is oversubscribed the defined oversubscription criteria will be applied.

### Admissions Number

#### Primary Admissions -

The admission number for Reception will be 60 pupils in September 2012.

The admission number for Year 1 will be 60 pupils in September 2012.

For September 2013 onwards:

A single point of admission to Reception only - 60 pupils

#### Secondary Admissions -

The admission number for Year 7 will be 120 pupils in September 2012.

The admission number for Year 8 will be 60 pupils in September 2012.

For September 2013 onwards:

A single point of admission to Year 7 only - 120 pupils



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**Oversubscription**

Where the number of applications for admission is greater than the published admissions number, after admitting pupils with a Statement of Special Educational Needs where Al-Madinah School is named on the statement, under Section 324 of the Education Act 1996, the following criteria will be applied in the order in which they are set out below:

Children who are in the care of a Local Authority as per section 22 of the Children Act 1989.

For admission to year 7 only - pupils currently within the Al-Madinah Primary School

After the allocation of criteria 1 and 2 above, where the number of applications is greater than the published number above, the criteria below will be used.

**Category A Faith Based Admissions**

Up to 50 percent of the remaining places will be offered to children of the Muslim Faith. Pupils seeking admission under this category must comply with the Muslim Faith criteria\* defined below

**Category B Open Places Admissions**

Up to 50 percent of the remaining places will be offered to children of any faith or none.

All applications that are not allocated a place under Category A will be added to and considered equally alongside all others in Category B.

It should be noted that where a place is offered under any criteria to a child from a multiple birth, that all of the siblings of the same birth date will also be offered a place.

**Category A - Faith Based Admissions**

Up to a maximum of 50 percent of the remaining places after 'Priority Admissions' will be offered to children of the Muslim faith\*.

This will need to be verified with a letter from a recognised\*\* Mosque.

If there is an oversubscription within the Faith Based Admissions category, to ensure fairness places will be allocated as follows, until the 50% allocation for this category is reached.



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Applications with Sibling/s\*\*\*\* on role. For clarity in the event that there are greater applications for sibling places than places available, places will be allocated using the proximity criteria (b) below.

After sibling places have been allocated all remaining places will be allocated on the basis of proximity: children who live nearest to the predefined postcode (DE23 6PZ)\*\*\* when measured in a straight line from the front door of the Pupils Home Residence to the predefined postcode. For clarity, the definition of Pupils Home Residence is that used by Derby City Council for admissions to maintained schools.

In the event of a tie break within either group (a) or (b) above, places will be allocated as follows:

#### **Random Allocation**

If there are any Category A applications remaining after allocation to the maximum 50% of places, they will be added to and considered equally alongside all other Category B applications.

#### **Category B - Open Places Admissions**

After 'Priority Admissions' and allocation of Category A places, all remaining places will be allocated as follows.

Applications with Sibling/s\*\*\*\* on role. For clarity in the event that there are greater applications for sibling places than places available, places will be allocated using the proximity criteria (d) below.

After sibling places have been allocated all remaining places will be allocated on the basis of proximity: children who live nearest to the predefined postcode (DE23 6PZ)\*\*\* when measured in a straight line from the front door of the Pupils Home Residence to the predefined postcode. For clarity, the definition of Pupils Home Residence is that used by Derby City Council for admissions to maintained schools.

In the event of a tie break within either group (c) or (d) above, places will be allocated as follows:

#### **Random Allocation**

#### **Definitions**

Compliance with Muslim Faith criteria\*:

Pupils applying under the faith criteria will be required to fully complete



and submit a supplementary information form at the same time as their admissions form. The form must be completed and signed by the parent/carer and validated by the Imam of a recognised mosque\*\*

Any partial or incomplete supplementary forms will disqualify the child from consideration under Category A and the application will be immediately added to Category B.

\*\*Definition of recognised mosque:

“A Mosque in which 5 daily prayers and the Friday (Jumma) Prayer are conducted in congregation behind an Imam”

\*\*\* Node point post code

Proximity criteria are applied to a node point post code of DE23 6PZ, specifically the centre of the roundabout at the junction of Pear Tree Road, Stanhope Street and Corden Street. The node point approach has been agreed to ensure fairness as it is broadly central to the school’s target communities

\*\*\*\* Sibling

Sibling” includes adopted siblings, step- or half-siblings, and other children who are living as permanent members of the household and are on the School role at the start of the academic year of admission.

## **Waiting list**

Where in any year Al-Madinah School receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

For clarity separate waiting lists will be created for Category A and Category B and places allocated from the relevant list should a place become available i.e. if a non faith place becomes available it will be filled from the non faith waiting list and vice versa. Only if there are no pupils on the relevant waiting list will the place be offered to the next pupil on the alternative list.



## Educating and Inspiring **Shared Parenting**

Where a child lives between addresses then the address where he or she resides will be as determined by the Derby City Council definition for admissions to maintained schools. Parents may be asked for evidence of residence where this is required to apply the admission policy.

### **Late Applications**

Apart from for applications for looked after children (who will always be given top priority), any applications received after the closing date will be considered only after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place. In certain circumstances places may be withdrawn after a child has started at the school.

### **Appeal Procedures**

Parents wishing to appeal against the refusal to admit a child to the School may do so by writing to the Chairman of the Governing body of the School, preferably within 14 school days of receipt by parents of a letter from the School informing them that a place is not available. An independent appeal panel will be convened to consider the appeal.

Further Information: If you require further information about the admissions process please contact [admissions@almdinahschool.org.uk](mailto:admissions@almdinahschool.org.uk)

### **Additional Information**

We will work in coordination with the local authority for the admissions process and look at appeals process which will be fair, people not associated with the school will be on the appeals panel to make it a fair and balanced process.

### **Schedule for admissions process**

For 2013 and subsequent years, Al -Madinah School intend to participate in Derby LAs co-ordinated admission Scheme, with offers being sent out by the LA.

For 2012, statements of interest will be collected from interested Parents and applications will be accepted from 05th March 2012.



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The closing date for applications will be 04th May 2012. Applications will be checked and parents contacted if applications are incomplete.

The Trust will rank all applications against the oversubscription criteria and offers will be sent out by the Trust in accordance with details posted on the school website.

Parents must accept their place by the predefined date as indicated on the offer letter or the School Trust will assume the place is not required.

Offers will continue to be made until classes are full from the waiting list. For admissions in September 2012 only i.e. the current admissions round, offers cannot be coordinated with the LA offers, however the Trust will work with the Derby LA, keeping them informed places offered in an attempt to mitigate any negative effects on the local schools.