



ADMISSIONS POLICY

Date of last review:	July 2018
Date of next review:	July 2019
Approved by:	Rabia Education Trust

At Rabia Girls' School, we believe that every child should be given the opportunity to develop to the highest standard academically and spiritually, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Rabia Girls' School, we provide this opportunity for our students and are pleased to do so within an Islamic environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our school ethos and values. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

In line with our Islamic values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation etc.

The aim of this policy is to ensure that every student has fair and equal access to the school. **We are an inclusive school that welcomes families from all backgrounds. All applications will be treated on merit and in a confidential and sensitive manner.** On application to the school at any stage the admissions criteria will be applied fairly to every applicant. This policy also sets out the appeals procedure and the possible outcomes.

Please note that children with a statement of special educational needs (SEN) are dealt with under separate admissions criteria, see paragraph below.



Admissions Criteria

First Stage of Application

After an application has been received the child and parents will be invited for an **interview** with the Head Teacher and/or a member of the Governing Body.

A **report** from the current school will be requested and the child will be required to sit an **entrance test** to ensure to we are able to cater for the child's needs and ability. The test will vary depending on the age of the child, but all will involve English and mathematics.

Second Stage of Application

If your child is successful on the stage above, then the child will automatically receive a place at Rabia Girls' School.

If there are more successful applicants than places, the following priority criteria will apply:

- Siblings
- Date of application
- Proximity to the school
- Attitude and Behaviour
- Student and Parent interview
- Academic ability

Total points will be used to determine places in each of the areas outlined above. The weighting of points in each of these areas can be obtained by contacting the school.

If a child is withdrawn from the list or an allocated place is refused, or a child is withdrawn halfway through the academic year, she will be put at the back of the waiting list.



Procedure for Admission

Visiting the School

- Parents should visit our school before registering their child
- Parents should telephone the school office to book an appointment to be shown around the school.

Registration

- Parents who wish to apply for a place for their child should complete an Application for Registration form which can be obtained from the School Office or via the website.
- The application form should be returned to the office along with an original birth certificate of the child, if emailed birth certificate can be attached.
- Applications for Registration must be submitted as early as possible to avoid disappointment
- If the application is successful, the school office will send parents an Offer of a Place Letter
- Parents should accept this offer by signing the Acceptance Form and returning it to the school office

Time and Age of Entry

Children will be admitted to the school at any age or at any time of the year, subject to the availability of a place and the child meeting the required attainment levels and admission criteria at the relevant time.

Application for Children with Special Educational Needs (SEN)

- This is consistent with our aim that all children should receive the best educational care and attention in order to develop the child to the best of his/her potential and in line with their peers;
- On this basis, we will consider applications of children with SEN on individual merit;
- On successful application, we will work with the child, the parents and our SEN co-ordinators (SENCO) and an individual educational plan will be developed for each child.



Further Information

If you have any further queries or would like to discuss the admission of your child, then please do not hesitate to contact the school office.