

Admission Policy

Al-Falah Primary School

24/06/2016

Reviewed 08.11.17

Admission Policy

Al-Falah Primary School is open to all children regardless of their ethnicity, race, culture or Islamic school of Thought. At presents we are unable to cater for students with special education needs (SEN).

Admission Procedure:

Parents who wish to send their children to Al Falah Primary School must fill the Application form and handover to the office with the following documents:

- Birth certificate of the child
- Previous reports and assessments from schools or nurseries last attended

All students who have applied will sit an entrance examination. From those who pass the exam, places will be offered in the priory order listed below.

Admission criteria - Year 1:

1. Children living within the designated catchment area of the school who at the time of application has a sister on the school roll and who will still be on roll at the time of the sibling's admission
2. Children living outside the designated catchment area of the school who has a sister/brother on roll.
3. Children living within designated catchment area of the school who have no sibling in school at the time of admission*
4. Children living within the London Borough of Hackney*
5. Children living outside the London Borough of Hackney*

* Children will be selected on a first come first basis

Admission Criteria - Year 2 – Year 6:

The school operates a waiting list system for admissions in Yr 2 – Yr 6.

Place will be allocated based on the following criteria:

- Entry Examination, students from the waiting list will be called to sit for the exam.
- SATs results
- Previous reports from school last attended
- The existing criteria (points 1 – 5) will be maintained. There may be a possibility of introducing an Islamic studies test.

Admission Times:

Admission in all classes, will be taken only twice in a year: September and Start of the spring term. If any student leaves Al Falah in the middle or end of the year to replace the student Al Falah admission team will follow Admission Criteria - Year 2 – Year 6.

Test Dates:

For Sept admission: In April (Spring Holiday)

For January admission: In October (Autumn half term)

All Applicants:

Once the place has been offered parents will be called in for a meeting with the Head Teacher who will explain all the school policies, rules and regulations. Upon acceptance, the child will be given a start date.

EHC (Educational Health Plan)

An Education Health Care Plan in Al-falah is known as the "One Plan". Its purpose is to ensure that the special education provision meets the special educational needs of the child and to secure the best possible outcomes for them across education, health and social care. An EHC plan can be requested by the school or parents when a child has not made the expected progress and concerns remain despite the school providing clear alternative teaching methods, interventions and support for the child.

A request for a statutory assessment is submitted to the local authority for the SEND Panel to decide that the degree of the child's Learning Difficulty and the nature of the provision necessary to meet the child's special educational provision through an Education Health and Care Plan.

EAL (English as an additional language)

To meet our responsibilities to our E.A.L. pupils by ensuring their equal access to the curriculum (and other educational opportunities) and the achievement of their educational potential. The school carry out proficiency skill test for each child. We ensure that all our E.A.L. pupils participate in the life of the school and gain access to appropriately planned and prepared curricular provision. We make sure that our E.A.L. pupils attain curriculum levels and public examination grades appropriate to their abilities. To monitor the progress of our E.A.L. pupils' acquisition of English, of their general achievement and of their attainment in public examinations/end of Key Stage assessments.

Full EAL (English as an additional language) and EHC (Educational Health Plan) are available on request.



Application Form

48 Kenninghall Road
Clapton
London, E5 8BY
T: 020 8985 1059
E: info@alfalahschool.org.uk
www.alfalahschool.org.uk

Please complete the form below (accurately, in **CAPITALS**) in order for your child to be placed on the waiting list, and return or post the completed form to the school office. When a suitable place is available, you will be contacted.

| | |
|-------------------------------------|-------------------------------------|
| CHILD'S DETAILS | Reference (office use only): |
| FIRST NAME: | MIDDLE NAME: |
| SURNAME: | DATE OF BIRTH: |
| ADDRESS: | |
| | POST CODE: |
| TELEPHONE: | ETHNICITY: |
| GENDER: MALE/FEMALE (PLEASE CIRCLE) | NATIONALITY: |
| MAIN LANGUAGE: | MOTHER TONGUE OF CHILD: |

| | |
|---|---------|
| FAMILY DETAILS | |
| WHO HAS THE PARENTAL RESPONSIBILITY FOR THE CHILD? FATHER/ MOTHER / JOINT/GUARDIAN (PLEASE CIRCLE) | |
| MOTHER'S NAME: | |
| OCCUPATION: | MOBILE: |
| EMAIL: | |
| FATHER'S NAME: | |
| OCCUPATION: | MOBILE: |

| | | |
|--|-------|---------|
| EMAIL: | | |
| NAME OF THE SIBLINGS ATTENDING AL FALAH: | | |
| EMERGENCY CONTACT | NAME: | MOBILE: |
| RELATION TO CHILD: | | EMAIL: |

| | |
|---|--------|
| CURRENT/PREVIOUS SCHOOL/ISLAMIC EDUCATION DETAILS | |
| NAME OF SCHOOL: | |
| ADDRESS: | |
| | PHONE: |
| DATES ATTENDED FROM: | TO: |
| QURAN READING LEVEL OF CHILD: MEMORISING QURAN/READING QURAN/JUZ 30/QAI'DAH (PLEASE CIRCLE) | |

| |
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| SPECIAL EDUCATIONAL NEED |
| DOES YOUR CHILD HAVE ANY LEARNING DIFFICULTIES (i.e. DYSLEXIA, SPECIAL EDUCATIONAL NEEDS)? YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS: |

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|--|--------|
| MEDICAL DETAILS | |
| DOCTOR/GP'S NAME: | |
| ADDRESS: | |
| | PHONE: |
| DOES YOUR CHILD HAVE ANY MEDICAL PROBLEMS? YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS: | |

DOES YOUR CHILD HAVE ANY ALLERGIES? YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS:

MEDICATION

YES/NO (PLEASE CIRCLE) IF YES, PLEASE GIVE DETAILS:

| FOR OFFICE USE ONLY | YEAR: | ACCEPTED: YES/NO | DOCUMENTS: SCHOOL REPORT/BIRTH CERTIFICATE/PASSPORT |
|---------------------|-----------------------|---------------------|--|
| ADMISSION NO: | SIGNATURE: | | DATE: |
| ADMISSION FEE: | NOTE REGARDING CHILD: | | |

RULES AND REGULATIONS



It is in the best interest of the child, that the following have been incorporated according to the teaching of Quran and Sunnah. All students and their parents must abide by these rules and regulation:

- The school starts at **8:00am** and finishes at **3:45pm**. On Fridays' school ends at **11:45 am**. Students are required to come to school on time and must be collected on-time. Students are required to attend the school assembly starting at 8:00am.
- All children should attend school in full school uniform. Students are to observe the Islamic dress code at all times. All students must show the utmost respect for all teachers, staff and fellow students. Respect is an integral part of our *deen*.
- It is the responsibility of the parents to notify the school if the student is late or unable to attend the school. Frequent absenteeism may result in your child being excluded from the school.
- Parents are to provide healthy lunch and sweets, chocolates, crisp etc should be avoided as we promote "*healthy eating*" at Al Falah.
- Applicants academic and character reports will be checked at the time of admission.
- All complaints after verbal discussion should be made in writing to the administrator of the School in order to resolve and log them in the complaints register.
- Registration Fee is **£200**. This must be paid upon registration by cash or cheque. When signing this form you are agreeing **to pay all fees** pertaining to the education of your child at Al Falah.
- Annual Fees: this is paid in 3 terms or full upon admission. Parents unable to pay by these methods can pay upon request on a monthly basis (10 instalments) by cash, cheque or bank standing order.

Al-Falah Primary School

- The declaration must be read ***carefully and signed*** or your application can not be processed.
- The information provided by you is kept confidential.
- The school has the right to refuse and withdraw applications at their own discretion.
- All the above rules and regulations must be adhered to. The school reserves the right to alter or amend any regulation when it deems necessary.

DECLARATION

I confirm that the information given on this application form is true and accurate to the best of my knowledge. I understand that my applicant will be disqualified if I have knowingly given false information.

I have read (or had explained to me) and understand all of the rules and conditions in this application pack and all of the requirements that are obligatory on me.

I accept and agree to follow the rules and regulations of Al Falah Primary School, which may be subject to updating at any time if necessary, and agree to meet my financial obligations to the school as laid out in this document.

| | |
|-----------------------------------|-------------------------------|
| Name of Parent / Guardian: | Relation to applicant: |
| Signature: | Date: |

AL-FALAH'S HOME/SCHOOL AGREEMENT



With this statement, we wish to work in partnership with you and help your child reach his or her full potential. Both the school and the home have a shared responsibility for your child's education and social development. Please read the Home/School Agreement.

Commitment of the School:

- To provide a safe, caring and organised environment for your child.
- Value and respect your child as an individual and as a member of the school community.
- Make learning at the school an enjoyable and positive experience using praise whenever possible.
- Provide a broad, balanced National and Islamic Curriculum which leads to the development of all round skills, tailored to meet individual needs
- Share information with you regarding your child's progress.
- Address and respond (when appropriate) to any concerns that may be raised.

- Inform you if we have serious concerns about your child's work and behaviour.
- Endeavour to communicate changes that affect your child's normal routines.

Commitment of the Parent/Carer:

- My child will attend school regularly and arrive on time (8am), if absent I will inform the school of the reason by 8:15am on the day of absence on 0208 985 1059. I'll collect my child/children at 11:45am on Friday and 3:45pm Monday to Thursday.
- My child will wear the school uniform or school colours. I will also provide the necessary kit (for PE, swimming etc).
- I will encourage and support my child through homework, reading and discussion.
- I will do my best not to take holidays during the school term.
- I will attend progress meetings and any other meetings that may affect my child. At any other time, I will make an appointment beforehand.
- For security reasons, I will report to the office on all visits and will wear a visitors badge when on school grounds.
- I will inform the school of any circumstances that might affect my child (including telephone number change, address changes etc).
- I will support the schools' Behaviour Policy to ensure a safe, secure and well-ordered environment.

I have read and understood this agreement and will do my best to abide by it.

We will also do our best to carry out the school commitment.

Parent/Carer: _____

Date: _____

Head Teacher: _____

Date: _____