



Admissions Policy

Hazrat Khadijatul Kubra Girls School

Approved by: Board of trustees

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Introduction

Hazrat Khadijatul Kubra Girls School is an Islamic secondary school for girls. We are committed to open and transparent admissions arrangements that are fairly and equally applied to all who wish to attend. The board of trustees determine our admissions arrangements.

Under our values of Compassion, Resilience, Ambition, Respect and Courage, we are committed to our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and fostering of good relations. All our prospective pupils and parents are treated with fairness and with respect of their protected characteristics.

We are an inclusive Islamic school that welcomes students of all backgrounds and abilities.

Aims

- To provide fair admission procedures for all pupils seeking places at Hazrat Khadijatul Kubra Girls School (HKKGS).
- To provide Year 6 pupils transferring to Hazrat Khadijatul Kubra Girls School with smooth and supported transition.

Admissions criteria

All applications will be treated on merit and in a sensitive manner. If the number of children applying for entry exceeds the places available, we apply the procedure set out below to determine acceptance to our school.

The child and parents/carers:

- have other siblings in the school
- can pay the fees
- can demonstrate their commitment and supportiveness of the school ethos, values and policies
- apply within the specified application dates for a specific academic year

The school considers the applicant's school reports, with focus on attendance, character and behaviour of the applicant, interview with the applicant and interview with parents/carers.

Children of Trustees, school leaders and Staff at HKKGS will be subject to the same selection procedure as external applicants. However, Trustees, leaders and Staff are given a fee discount.

The school also offers a 10% sibling discount.

Equal opportunities

The school is committed to equal treatment for all, regardless of a candidate's or their parents' race, ethnicity, religion, sexual orientation or social background. In a city and a school of such ethnic and cultural diversity, it is vital that we take due account of these differences.

We welcome pupils with disabilities and special educational needs, and the school will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and The Special Educational Needs and Disability Regulations 2014, in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at our school. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school so that we can consult about the adjustments which can reasonably be made to ensure that the admissions procedure is accessible and the School can cater adequately should an offer of a place be made.

Generally, candidates will be allowed extra time in our entrance examinations on the presentation of the relevant information from an educational psychologist or appropriate medical evidence which meet the current criteria for special arrangements in the JCQ (Joint

Council for Qualifications) and, in the process of selection, due cognisance is taken of all relevant factors to ensure that selection is fair. In particular, the admissions officer will make contact with parents and the candidate's previous school, supervising the examination and conducting interviews with parents/carers and the applicant.

There may be a number of candidates whose experience of English may be limited for reasons of their family and educational history. Every effort is made to ensure that these candidates are not disadvantaged as a result of this.

Implementation

- Parents are encouraged to visit the school before applying. The school posts the dates of all 6 open mornings and the annual open evening on the website.
- Parents and pupils requesting a place at Hazrat Khadijatul Kubra Girls School are offered an initial interview and guided tour of the school at the first available appointment.
- Siblings are given appointments together.
- In school years where there are places the school allocates initial interview appointments as places are available.
- The decision to admit any pupil requesting admission is taken by the Head teacher. In cases where the application is not successful, parents can appeal the decision.
- Pupils offered a place at Hazrat Khadijatul Kubra Girls School will be notified of a start date with their offer letter.

All parents will be expected to support the school's Islamic ethos and to nurture and encourage Islamic values. All parents/carers of year 7 pupils are expected to attend a Taster Day in July of the year of entry. Parents will participate in e-safety, wellbeing, and attendance workshops.

Parents/carers are advised that our standard admission number is maximum 26 pupils in each class.

Monitoring and Evaluation

- Monitoring of admission enquiry and applications is conducted monthly by the headteacher
- and deputy headteacher.
- The procedure adopted for each academic year is determined by a thorough analysis of the previous year's admission patterns and the number of places available within the school. This is then reviewed each term in light of current demand.
- An analysis is undertaken each year by reviewing admission, assessment, induction, and the progress made by casual admissions.
- Inaccurate or false information on the form could result in a place offered being withdrawn

Application Process

1. Application

For the application to be processed, the following must be submitted:

- A completed application form
- £50 application fee
- Latest School Report
- Latest Madrasah Report
- Birth certificate or valid passport

Key Dates

- New applications will be accepted from September.
- Applications submitted after the June deadline, will be processed in September of the following academic year.

Application form

Parents have the following options to apply:

- Complete the online application on the [school website](#)
- Download our application from the school website and submit in person or via email.
- Pick up an application form in person via appointments or during open mornings/evenings.

Parents can contact the school admissions officer by visiting the school office, via phone on 0121 773 7496 or via email to admin@hkgg.bham.sch.uk.

2. Admission checks

School reports, review of prior attainment (if applicable) and pre-admissions checks will be carried out. The admissions process may take up to 6 weeks, provided all the required documentation has been submitted on time.

3. Assessment & interviews

- The applicant and their parents/carers will be invited for interviews with the admissions team.
- Applicants who have not attended primary school in the UK or were homeschooled will be expected to sit examinations in Maths and English.
- The school reports, results of the tests and the outcomes of the interviews with the applicant and her parents/carers will form part of the selection process.

4. Decision

- The school will inform applicants of the outcome of their application in writing and invite the family to complete further paperwork and attend a transition day.

Parents will have 14 days to accept the offer and are required to:

1. Read the terms of conditions, sign and return the School-Parent contract.
 2. Pay a non-refundable admissions fee of £50.
 3. Pay the £400 refundable deposit at enrolment.
- The headteacher will decide on whether to give a full offer, a conditional offer or decline the application.
 - Conditional offers are reviewed within 6 months. Parents are invited to a meeting with the headteacher to review the conditions of the offer, attendance, behaviour, and academic records of the pupil.
 - Unsuccessful applications are referred to the board of trustees for review. Any subsequent decisions are final and cannot be appealed.

5. Transition day

Pupils will meet with their form tutor, the pastoral lead, the head girl and engage in tasters lessons with their subject teachers. They will have an opportunity to socialize and get to know their peers.

Parents will attend e-safety, wellbeing, and attendance awareness training.

Pupil outcomes

- Our process enables pupils to settle into the school quickly.
- We will ensure that new pupils who join Hazrat Khadijatul Kubra Girls School are offered the necessary assessment, induction, support and mentoring.
- Staff are informed quickly of the arrival of new pupils, their attainment, any additional needs and other necessary information.
- Within weeks of enrolment, pupils will undergo CAT assessments, which will inform their academic targets.

Withdrawal and elective home education

Where a parent/carer wishes to electively home educate their child, the school and other key professionals work together to coordinate a meeting with parents/carers where possible. This is to ensure that parents/carers are fully informed and have considered what is in the best interests of their child. This is particularly important where a child has SEND or is vulnerable.

Further information and guidance can be found below:

https://www.birmingham.gov.uk/info/20014/schools_and_learning/692/home_education
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf