Admissions Policy

Hazrat Khadijatul Kubra Girls School

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Introduction

Hazrat Khadijatul Kubra Girls School is an Islamic secondary school for girls. We are committed to open, transparent and fair admissions arrangements that are applied consistently to all applicants. Admissions arrangements are determined by the Board of Trustees.

Guided by our values of **Compassion, Resilience, Ambition, Respect and Courage**, we are committed to promoting equality, inclusion and safeguarding. We welcome pupils from all backgrounds and abilities and treat all applicants fairly and with respect.

The school is committed to supporting a safe and successful transition for all new pupils, including those joining Year 7 and those admitted during the school year. Appropriate information will be shared to ensure that any safeguarding, SEND, medical or pastoral needs are identified and supported from the earliest opportunity.

1. Aims

The aims of this policy are to:

- Provide fair, transparent and consistent admissions arrangements.
- Promote equality, inclusion and safeguarding throughout the admissions process.
- Support effective transition arrangements for all pupils joining the school, including in-year admissions.
- Ensure that any safeguarding, SEND, medical or wellbeing needs are identified and appropriately supported.
- Work in partnership with families and relevant agencies to support pupils' successful admission and transition into school.

2. Admissions Criteria

All applications will be considered fairly and on their individual merits.

Where the number of applications exceeds the places available, priority may be given to applicants who:

- Have a sibling currently attending the school.
- Have applied within the published admissions timescales.

- Demonstrate a commitment to supporting the school's ethos, values and policies.
- Meet the financial obligations associated with attendance at the school.

As part of the admissions process, the school may consider information provided by the applicant's current school, including attendance, behaviour and academic engagement, together with discussions with the applicant and their parent/carer.

Children of Trustees, Governors, School Leaders and Staff are subject to the same admissions procedures as all other applicants.

The school offers a sibling fee discount in accordance with its current fees policy.

Equality, Inclusion and Safeguarding

The school is committed to providing equality of opportunity and treating all applicants fairly, regardless of race, ethnicity, religion, disability, sexual orientation, gender reassignment, or social background.

We welcome applications from pupils with special educational needs and disabilities (SEND) and will make reasonable adjustments, where appropriate, to enable applicants to participate fully in the admissions process and school life.

Parents/carers are encouraged to share any information relating to a pupil's educational, medical, pastoral, safeguarding or additional needs at the earliest opportunity. This enables the school to assess whether it can appropriately meet those needs and ensure suitable support is in place from admission.

The school may liaise with previous schools, local authorities and other relevant professionals, where appropriate and with due regard to data protection requirements, to support effective transition, safeguarding and educational planning.

Reasonable adjustments will be considered for applicants with identified needs, including access arrangements supported by appropriate professional evidence.

Applicants for whom English is an additional language will not be disadvantaged during the admissions process, and appropriate consideration will be given to their individual circumstances.

3. Implementation

Parents/carers are encouraged to visit the school before applying. Details of Open Evenings, Open Mornings and other admissions events will be published on the school website.

Prospective pupils and their parents/carers will be offered the opportunity to attend an admissions meeting and tour of the school.

The Headteacher is responsible for making admissions decisions. Applicants will be notified in writing of the outcome of their application. Where an application is unsuccessful, parents/carers may request a review of the decision in accordance with the school's complaints procedure.

Pupils offered a place will receive information regarding admission arrangements, transition activities and their proposed start date.

The school is committed to supporting a smooth transition for all pupils, including those joining Year 7 and those admitted during the school year. Relevant information relating to a pupil's safeguarding, SEND, medical, pastoral and educational needs will be obtained and considered to ensure appropriate support is in place from the outset.

Parents/carers are expected to support the school's Islamic ethos, values and policies.

The school's standard admission number is normally **26 pupils per class**.

4. Application Process

To apply for a place, parents/carers must submit:

- A completed application form.
- The application fee.
- The applicant's most recent school report.
- The applicant's most recent Madrasah report (where applicable).
- A copy of the pupil's birth certificate or passport.

The school may request additional information where necessary to support admissions, safeguarding or transition arrangements.

Key Dates

Applications for entry in the following academic year will normally open in September.

Applications received after the published closing date will be considered subject to the availability of places.

Parents/carers should refer to the school website for current admissions deadlines and key dates.

Applications may be submitted by:

- Completing the online application form via the school website.
- Downloading and submitting an application form by email or in person.
- Obtaining an application form from the school office or at an admissions event.

Parents/carers may contact the Admissions Team by telephone, email or by visiting the school office.

2. Admissions Checks

As part of the admissions process, the school will review the applicant's previous educational records and any relevant information relating to their academic progress, attendance, behaviour, wellbeing, safeguarding, medical or SEND needs.

Where appropriate, the school may seek additional information from a previous school or other relevant professionals to support a safe and successful transition.

Applications will normally be processed within six weeks of receiving all required documentation.

3. Assessment and Admissions Meeting

Applicants and their parents/carers may be invited to attend an admissions meeting as part of the application process.

Where appropriate, applicants may be asked to complete an assessment to help determine their current level of attainment and identify any support needs.

Information gathered through assessments, school records and admissions discussions will be considered as part of the admissions decision-making process.

5. Decision

The school will notify parents/carers in writing of the outcome of their application.

Where a place is offered, parents/carers will be invited to complete the enrolment process and attend any transition arrangements. Offers may be:

- **Full Offer**
- **Conditional Offer**
- **Unsuccessful Application**

To secure a place, parents/carers must:

- Accept the offer within 14 days.
- Sign and return the School-Parent Contract.
- Pay the admissions fee and enrolment deposit in accordance with the school's fees policy.

Where a conditional offer is made, the school will review the agreed conditions within an appropriate timeframe.

Applications that are unsuccessful may be reviewed by the Board of Trustees. The Board's decision is final.

6. Transition and Induction

The school is committed to ensuring a smooth and successful transition for all pupils joining the school, including Year 7 and in-year admissions.

Transition arrangements may include:

- Meetings with key staff.
- Induction and transition activities.
- Opportunities to meet peers and familiarise themselves with the school environment.
- Information-sharing between schools and relevant professionals where appropriate.

Parents/carers may be invited to attend information sessions covering key aspects of school life, including attendance, wellbeing, online safety and safeguarding.

The school will ensure that relevant information relating to a pupil's educational, safeguarding, medical, pastoral and SEND needs is shared appropriately to support successful integration and ongoing pastoral care.

Where appropriate, baseline assessments may be undertaken to support curriculum planning and target setting.

7. Pupil Support and Outcomes

The school aims to ensure that all new pupils settle quickly and feel safe, supported and included.

New pupils will receive appropriate induction, pastoral support and academic guidance. Relevant staff will be informed of any additional needs to ensure that suitable support is in place from the outset.

8. Withdrawal and Elective Home Education

Where a parent/carer is considering Elective Home Education (EHE), the school will seek to meet with the family to discuss the decision and ensure that they have access to appropriate information and guidance.

Particular consideration will be given where a child is vulnerable, has SEND, or is subject to safeguarding concerns.

The school will fulfil its statutory responsibilities and work with the local authority where required.

10. Monitoring and Review

The Headteacher and Deputy Headteacher will monitor admissions enquiries, applications and admissions outcomes regularly.

Admissions arrangements will be reviewed annually to ensure they remain fair, transparent, compliant with current legislation and reflective of the school's capacity and operational needs.

The school reserves the right to withdraw an offer of a place where false, misleading or incomplete information has been provided as part of the application process.