



# Admissions Policy

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Approved by:	Mohammed Ummar Azam -Chair of Governors
Reviewed by:	Laura Webb - Governor
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# 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

# 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

# 3. How to apply

Parents/carers are encouraged to visit Excellence Girls Academy before registering their child. At least one open day will be arranged during the year but parents/carers can contact the school office to book an appointment to be shown around the school.

Parents/carers who wish to apply for a place for their child should complete an application form which can be obtained from the school office or requested electronically. The application form should be returned to the office, along with:

- Child's/Children's Birth Certificate
- Passport or certificate of naturalisation of child
- Parent: Any two from the following: Driving Licence/Utility Bill/Council Tax Bill
- Child's Previous School Report/Parent's Home School Report

**Applications should be submitted by 31<sup>st</sup> December for the following September start to avoid disappointment. However, we will accept applications after this date and accommodate them where possible - please see section 6, 'Allocation of places' for further details.**

There is also an administration fee for each new application of £100 which is payable with the application - please note this non-refundable and is not a part of the school's annual fee.

As part of the application form, parents/carers will be asked to confirm that the information given is true and accurate and also confirm the following:

- I have informed the school if I am a single parent, and I have the custody rights for the child.
- I have informed the school if my child is on the SEN (Special Educational Need) register or may require an assessment.
- I confirm that I am able to pay the school fees and will provide evidence of this if requested by the school. I also confirm that I will pay one term's fees when I am offered the place.
- I agree to give one term's notice when withdrawing my child from the school. If appropriate notice is not given, I understand that one term's fees (four months) in lieu of notice will become payable, and the school will take measures to recover any fees outstanding.
- If I am accepting the offer of admission, I am liable to pay the first term's fees with it. (The fees are non-refundable for the term once it starts).
- I understand that the school fee is payable on the designated day of the month. If I am unable to pay/want to make alternative arrangements/am having difficulties I will inform the school immediately (Please DO NOT wait until the deadline date).
- I accept and agree to follow the rules and regulations of Excellence Girls Academy, which may be subject to change at any time, if necessary which can be found within the school policy section at [www.excellencegirlsacademy.co.uk](http://www.excellencegirlsacademy.co.uk).
- I understand that Excellence Girls Academy has an Islamic ethos which runs through its curriculum, policies and teaching methods.

An application will be disqualified if they have knowingly given false information.

## **4. Equality and diversity**

We are an inclusive school that welcomes children from all backgrounds and from families of any faith and those without faith. 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 child.

We will consider applications of children with Special Educational Needs (SEN) on individual merit, in line with our aim that all children should receive the best educational care and attention in order to develop the child to the best of their potential and in line with their peers. Upon successful application, we will work with the child, parents/carers and our SEN coordinator (SENCO) to develop an Individual Educational Plan (IEP) for each child.

## **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed capacity number of 150 pupils.

Therefore, if we do not offer a child a place at the school, it may be because to do so would jeopardise the education of other children by allowing the numbers of children in the class to exceed our stated maximum class size.

### **6.2 Selection**

After an application has been received, the child and parents/carers will be invited for an interview with the Headteacher and a member of the Governing Body. A report from the current school will be requested and the child may be required to sit an entrance test to ensure we are able to cater for the child's needs and ability.

If successful, your child will be offered a provisional place - written confirmation will be given once fees have been paid and you will be informed of the next steps regarding ordering uniform, transition day etc.

### **6.3 Oversubscription criteria**

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

## 6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Crowther Street. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Parents/carers of those who do not gain a place may request to be added to a waiting list (see below). If a child is withdrawn from the list, an allocated place is refused, or a child is withdrawn halfway through the academic year, they will be put at the back of the waiting list.

## 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

PLEASE NOTE: If an admission is made or a child leaves part way through any academic term, parents/carers will be expected to pay the full payment for the term in which the child is being admitted or the term in which the child is leaving.

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you disagree with the decision and wish to appeal, you must set out the grounds for your appeal in writing and send it to the school office, addressed to the Governing Body.

Appellants will be given:

- at least 28 calendar days' written notice of a new appeal deadline
- at least 14 calendar days' written notice of an appeal hearing (although appellants can waive their right to this)

A meeting/appeal hearing between the parents/carers and at least 2 representatives from the Governing Body will be held to discuss the application and decision.

If necessary, these panel hearings may take place either in person, by telephone, video conference or through a paper-based appeal where all parties can make representations in writing.

The final decision will be communicated in writing within 7 calendar days from the date of the meeting,

wherever possible.

Possible Outcomes:

- Original decision will be upheld
- Original decision overturned
- Decision will be deferred to a later date, with reasons or conditions outlined in the letter

**In all cases the decision made by the Governing Body will be final.**

## **9. Data protection**

All personal information collected as part of our admissions procedure is dealt with correctly and securely, in accordance our Data Protection Policy and in line with GDPR. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper file or electronically.

## **10. Monitoring arrangements**

This document will be reviewed every year but may be reviewed and updated more frequently if necessary.

It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will consult on these changes.

## **11. Links with other policies**

This policy is linked to the following:

- Accessibility Plan
- Child Protection and Safeguarding Policy
- Children with Health Needs Who Cannot Attend School Policy
- Complaints Policy
- Equality and diversity Policy
- SEND Policy and Information Report
- Supporting Children with Medical Conditions Policy