

# INSTITUTE OF ISLAMIC EDUCATION ADMISSION POLICY

<b>Document control</b> This policy has been approved for operation within the Institute of Islamic Education	
<b>Date of last review</b>	Sep 2021
<b>Date of next review</b>	Sep 2023
<b>Review period</b>	2 Years

The Holy Prophet of Allah (S.A.W.) has said: "Attainment of knowledge is a must for every Muslim."

## Introduction

The Proprietor and governors of Institute of Islamic Education applies the regulations on admissions fairly and equally to all those who wish to attend this Institute.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations.

We see all learners and potential learners, and their parents and carers, as of equal value in respect of the protected characteristics named in the Equality Act; disability, ethnicity, gender, religion and belief, and sexual identity.

Please refer to Equality policy for more details

## Aims and objectives

To create competent native Islamic scholars empowered with the knowledge and skills that enable them to cater for the diverse and changing needs of British Muslims and the wider community.

The creation of Huffaz (individuals who have memorised the entire Qur'an) who can go on to teaching and lead prayers.

To provide students with experience in statutory areas of learning.

We are an inclusive school that welcomes pupils from all religions, backgrounds and cultures provided they respect the Islamic ethos of the school as stated in the mission statement. Pupils are required to sit an entrance exam in English, Maths and Science.

All applications will be treated on merit and in a sensitive manner.

Providing the pupil achieves the required standard in the entrance exam, the main restriction we place on entry is that of number. If the number of pupils applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a pupil is accepted or not.

## Criteria for applications

The Institute welcomes applications from all prospective students, who are able to satisfy the following criteria:

- Aged 11+ (Year 7 or above) to age 25.
- Successful completion of the Institute's interview and assessments
- The admission policy and procedures, detailed below, must be adhered to at all times.
- Applications forms must be sent at least 1 month in advance to prospective students upon request, but no later than 3months.

## Two stages of the application procedure

All completed application forms must be received before the cut-off date for applications. Please contact the Institute for this date. The following are required documentation and records, to be submitted before the applicant is invited to attend an interview

- Latest School report
- School Transfer form
- Maktab Transfer Form
- Birth certificate
- Medical report
- Madrasah report

In addition to that, all applicants above the age of compulsory education will be required to apply for an enhanced DBS. To ensure this process is completed swiftly they will be required to submit the following supporting documents.

- Current Passport / Driving License
- N.I Number
- Proof of address
- Reference letter from previous school/college or place of work
- Personal reference letter

(Note – Failure to submit any of the above documents will result in the application being rejected or suspended.)

## The Acceptance or Refusal Stage

Upon receipt of the student's completed application form and attached documents, the governors will decide on their acceptability using the criteria of age (student must be in Year 7, Year 8, Year 9 or in extreme circumstances year 10, of mainstream education, or aged between 16-25) health and reasonable school reports.

All unsuccessful applications will be notified through standard procedure and formal letter of rejection. The option for re-application, once the applicant is of age, will be made available.

All successful applicants will be issued with a formal letter of acknowledgment, which will also detail the date of the interview – this date will be approximately 1 month before the official start date. The Parent/Guardian must accompany all applicants at the initial interview

### Procedures at the interview stage

- A formal talk by a member of the admissions team explaining the aims and objectives of the Institute and rules and regulations set out by the trustees. They will be given the opportunity to ask questions at the end of the session.
- The first interview will be held with both the applicant and the Parent/Guardian present.
- The second Interview will be with the applicant only.
- All applicants will be asked if they have read and understood the student guidelines (issued with the application form), and are willing to abide by them [see application form].

- The overriding objective of the interview will be to assess the intention of the applicant (to verify whether the applicant is passionate and committed to study at the Institute).
- The applicant will also be assessed on his ability to cope on his own within the boarding environment and without parental support.

**The criteria for assessing on medical grounds are**

- Illness which would result in long periods of absence.
- Contagious diseases.
- Serious illness e.g. heavy asthma.

Students will be asked to sit an assessment of the core subjects and a basic Qur'an recitation test, and will inform the Institute of SATs or other relevant academic results.

All applicants will be informed, in writing, of the outcome of their interview, and will be asked to pay the admission fee to confirm acceptance of the offer and clarify what arrangements they have made to pay the annual fees.

Successful applicants will be granted a conditional place at the institute on a TRIAL PERIOD only. Students that do not meet the necessary standard of effort, discipline and behaviour will have their places revoked.

Students attending the Institute school will also be assessed to see whether they meet the necessary standard of effort, discipline and behaviour. If the management feels that the required target has not been met, the institute will not be able to offer him a place in YEAR 10.

All applicants will be offered a place up until they are 25 years of age. Any student not graduating by his 25<sup>th</sup> birthday will be asked to continue his education at another institute.

During the formal completion of the admission process, both the applicant and parent/ guardian will be requested to re-read the detailed student guidelines. Thereafter, they must formally sign their acceptance of these guidelines [see application form].

Please Note - The range of policies outlined within this section and throughout this document are available for viewing and can be requested via email or through the school office.

**The following information is available to all parents/guardians on request**

- The school's admissions procedure,
- Prospectus
- Safeguarding Policy
- Behaviour Policy
- Curriculum Policy
- Details of the school's anti-bullying strategy
- Health and Safety Policy
- First aid Policy
- Details of the school's academic performance in the previous school year, including the results of any public examinations
- Details of the school's complaints procedure and the number of complaints registered under the formal procedure during the previous school year
- A copy of inspection reports

## **How parents can apply for their child to be admitted to our Institute**

As our school is an independent school, the school determines the admission arrangements in agreement with the Trustees.

In this school, pupils enter school in the academic year they become eleven. Pupils are admitted mainly in the first week in September. However, admissions may be made during the year provided there are places available. Therefore, parents who would like their son to be admitted to this school during the year should either contact the school office for registration information or obtain it from the school website and complete the necessary application form as soon as possible.

Priority is given to siblings of pupils already in the school. Further information related to admissions can be obtained from school office. Alternatively, please refer to the Institute Prospectus

### **The standard number**

The standard number for boarding students in our school is 205. We keep this number under review and the Trustees will apply to change the number if circumstances allow.

### **Special Educational Needs**

The school endeavors to provide appropriate support for pupils with a range of learning difficulties when it is reasonable to do so. Hence, each application will be treated on its own merits.

### **Facilities for the disabled**

The School has limited facilities for the disabled but will do all that is reasonable to comply with legal and moral responsibilities under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

### **Review**

This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.

For admission enquiries, please contact the school office on: 01924 455762 or Email: [school@jaamia.org](mailto:school@jaamia.org)