



## **Al-Ashraf Secondary School For Girls**

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# **ADMISSION POLICY**

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**Approved By:** Head Teacher & Deputy Head

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## **1. INTRODUCTION**

AASSG is an 11-16 non-selective school for girls under the Proprietorship of Al-Madani Educational Trust. It serves students with varied skills and ability levels. The school does not operate an admissions policy based on ability or aptitude except in cases of exceptional low ability or serious learning difficulties requiring specialist help or resources.

## **2. SPECIAL EDUCATION NEEDS & DISABILITY (SEN):**

In line with the Equalities Act 2010, the school will consider all applications including applications from Special Educational Needs & pupils with disability. They may be supported through a Special Fund SEN fund established by the school proprietor (Al-Madani Educational Trust).

Pupils not having SEN or learning difficulties but with below average levels of attainment in English, Maths or Science, pupils requiring IEPs or additional out of class support will be also be considered for admission. Parents may be asked to make contributions towards the costs of additional support. The school will determine the number of lessons and resources required based on assessment early on in Year 7.

The school's decision will be final in this regard.

## **3. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL):**

The school is unable to cater for students who have recently moved to the UK and are not reasonably conversant with the English language.

An English language test will be administered for pupils with limited understanding of English and a basic aptitude test for pupils with very low levels of aptitude. These are formal written tests and a non-refundable charge of £25 (cash only) is payable in advance.

## 4. APPLICATION GUIDELINES

A maximum of 21 applications will be accepted in Year 7. Applications for other Year Groups (whether at the beginning or middle of the year) will be accepted depending on space and normal admission criteria outlined in this policy.

1. Applications must be made by completing the official **Al-Ashraf Secondary School Admission Form** available from the school office on or after the Open Evening (Thursday 12th October 2017 – 7.00 pm – 8.30 pm).
2. Payment of £50.00 Registration Fee must be submitted with the Admission Form which is **Non-Refundable** unless the application is rejected by the school.
3. Applications will be accepted on or after the Open Evening. Not before.
4. Admission Forms should be completed accurately and honestly. False and misleading information given may result in a pupil losing her school place even after being approved.
5. School Fees must be paid promptly (including annual Ofsted inspection fees and other school charges). The school should be notified immediately if fees cannot be paid on time or in the event of genuine reasons, parents may apply for arrangements to be made from the special fund.

**In the event of not notifying the school and ignoring two written School Fee reminders, the Governing Body will have a right to enforce permanent exclusion.**

6. Active commitment to the school's rules and Islamic ethos. This includes non-Muslim pupils who respect and agree to abide by the schools' rules.

**NB: The Admissions Policy is subject to change at any time.**

## 5. VERSION HISTORY

<b>Issue Date</b>	<b>Version Number</b>	<b>Approved By</b>
September 2008	1.0	Head Teacher & Deputy Head
September 2015	2.0	Head Teacher & Deputy Head
September 2016	3.0	Head Teacher & Deputy Head
September 2017	4.0	Head Teacher & Deputy Head
September 2017	4.1	Head Teacher & Deputy Head