



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

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# **ADMISSION POLICY**

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**Approved By:** Head Teacher & Deputy Head & Chair of  
Governors

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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 (SEN):

Due to financial constraints, the school is unable to cater for students with serious learning difficulties or behavioural problems which require specialist help/resources. We believe such pupils would be seriously disadvantaged at our school and it would be in their best interest to attend a school which would be able to cater for their needs.

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 considered for admission **only if parents agree to pay 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 at a non-refundable charge of £20.00. In some cases pupils may be asked to sit a Basic Aptitude test in English, Maths and Science. There will be an additional, non-refundable charge of £30.00 for this.

Both are formal written tests and must be paid in advance by cash or transfer via internet banking only.

## 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.

School fees are set annually by Al-Madani Educational Trust. A discount of 25% is given to a second or third child whether they attend the Al-Ashraf Secondary School or Al-Ashraf Primary School. The discount is applied after consultation with Al-Ashraf Primary School

Regardless of any holidays taken by the pupils all fees must still be paid in full within 8 months from September - April of the school academic year.

The school should be notified immediately if fees cannot be paid on time. In the event of not notifying the school and ignoring two written School Fee reminders, the Head Teacher will have a right to enforce permanent exclusion.

If a pupil is enrolled midway through a school year, the full term's payment of school fees must be paid.

If a pupil leaves or is excluded/taken off school roll midway through a school year, the full 2 term's (12 weeks) payment of school fees must be paid.

6. Active commitment to the school's rules and Islamic ethos. This includes pupils of other faiths or of non who respect and agree to abide by the schools' rules.

## **5. ASSESSMENT OF SUITABILITY**

The assessment on which class a pupil is suitable for and admitted to is strictly a school decision with support from teacher assessments & previous reports.

If a pupil is accepted as a transfer from another school, parents are required to provide written information on which school year they are transferring from. On applying to Al-Ashraf Secondary School for Girls, the school will contact a pupil's previous school and obtain learning, physical assessment, SEN and other relevant reports.

If a pupil is unfortunately deemed unsuitable for Al-Ashraf Secondary School for Girls, the Admission fee (£50) will be returned and the pupil's application will end.

## **6. PARENTAL RESPONSIBILITY**

The pupil's parents fully accept the school is a parent led school with low fees and considerable discounts being offered. Therefore the school relies on parental participation at all levels from organising events; taking part in events; attending meetings; offering their time and expertise and encouraging other family members/parents to do so.

## **7. APPEAL OF DECISION**

The school offers no formal path to appealing a decision, however if parents wish to discuss the matter, they may do so at the discretion and agreement of the Governing Body.

All such matters will be dealt by the Governing Body in the first instance and referred to the Head Teacher if necessary.

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

## 8. 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