

ADMISSIONS POLICY

Purpose:

- To ensure that every child has fair access to the school.

Responsibility:

- The governing body/Admission Officer/Admin/Class Supervisor shall be responsible for allocating places on predetermined basis.

Procedure:

- **Publicity**

Then Governing Body/Head teacher shall:

Place notices as appropriate in the community

Admission forms

- Admission forms (AFPS 8) are available from the school office.
- Parents complete the application form and return it to the school office before the cut off date.
- Admin shall mark each form with the date and time received.
- Admin files the form as appropriate and sends out relevant letters.

Admission arrangements

Priority shall be as follow:

- Children attending Al Furqaan Nursery
- Sibling attending
- Current staff's children
- Ex-staff's children (Ex-staff who give a firm commitment to returning to school)
- Date application received. (first come first serve basis)
- Parents wishing to enrol their child after withdrawing from the list or after refusing a place or withdraws a child/sibling partway through the academic year shall be put at the back of the list and will need to fill in a new Enquiry Form.

Admission procedure

- Request form/admission form shall be received, dated, processed and the relevant letters sent out by admin.
- Places in yr. Reception will be allocated by April/May.
- Once places are allocated, parents of ALL children on the waiting list will be notified as to place offered/not offered.
- Places in classes yr1-yr6 will only be offered a place once the child has undergone a Pre-Admission Test and the class teacher has been informed.

Documentation

- Admission forms AFPS 8

Cut off date for all applications last week of January