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| Date: | May 2018 | Review Date: | May 2019 |
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Admissions Policy & Procedure

At Tarbiyyah we maintain that every child deserves the right to the best education possible, however due to limitations in the number of children we can take, there will be a selection process in place in order to protect the learners and staff at the school.

Aims

- To ensure that a mutually beneficial decision is made on the admission of a child
- To protect the interests firstly of the child in question, then the other children within the school and finally the school itself and its staff
- To provide clear guidance on our selection criteria and best practice

Pupil selection and admission procedure

At Tarbiyyah we will employ a standard process for pupil selection and admission as outlined below:

- Parents initially read the **Prospectus**, and download an **Application Form** from our website or request one by emailing schooloffice@tarbiyyah.co.uk. Parents can also telephone the school on: 0203 719 8697 or visit the School Office in person at our location: 654 Bath Road, Hounslow, TW5 9TN (temporary premises) or 40 New Heston Road, Hounslow TW5 0LJ
- They then complete the **Application Form** and initial **Questionnaire** and send it back to the school office by the second week of February each year for enrolment in September.
- The application is assessed by the Early Years Manager and the parents are then called in for a formal interview in March for the following September intake.
- Applications for mid-year intake will be processed as they are received and parents will be notified of an interview date or that they will be placed on the waiting list if there is no space available.
- On the day of the interview parents must bring the following:
 - **Child's previous year school report**
 - **Passport or birth certificate**
 - **Proof of Address for parents**
- Parents are then notified in writing with a **Provisional Acceptance Letter** by the end of May insha'Allah with the schools decision to enroll their child

- A £50 fee will be taken on an induction day. This fee is used for non-re-useable resources that are required for hygiene, health and safety purposes.

Aims of the Interview

- Understand why parents want to send their child to Tarbiyyah
- Understand the needs of the child
- To explain the facilities available at the school and how external organisations can be utilised
- To establish if parents have understood the ethos and aims of the school and are in agreement with them
- To gain an understanding on how significant Islam is to them and to what degree it is adhered to
- Whether the home environment is based on Islam
- To understand what the parents define as acceptable standards of behaviour in line with the school's (Islamic) morals
- For the parents to understand they need to work in partnership with the school with regard to the development of their child

Details of the Interview

- It is recommended, but not obligatory, that both parents/guardians attend the meeting.
- The child should be present at the meeting.
- The interview will discuss the following:
 - What the needs of the child are?
 - How the school can meet the needs of the child?
 - How and if external organisations can help facilitate the needs of the child?
 - What support is in place at home to maximize the child's learning and development?
 - Whether there are any special requirements for the child
- The parents are then given an opportunity to ask questions and look around the school if they would like.

Admission is on the strict understanding that it is for one academic year only. Subsequent offers of a place for the next academic year will be made to pupils if there is sufficient progress in school work, behaviour and attendance/punctuality and the co-operation of their parents with the school has been good.

Admission Priorities

Priorities will be given to:

- Siblings of students enrolled with Tarbiyyah Early Years;
- Children of staff working at Tarbiyyah Early Years;
- Those parents who are committed to the aims and objectives of the school/school trust and who can fit in with the culture and ways of working of the school.

Children with Special Needs & Disability (SEND)

- Tarbiyyah has an open door policy for admissions whereby pupils selected for enrolment can belong to any race, colour, nationality or ancestral heritage. However, the schools leadership in cooperation with the trustees had unanimously agreed that pupils carrying a statement of SEN will not be enrolled into TARBIYYAH. This decision is not based on predujice, but the schools inability to provide resources to cope with the pupils SEND needs.
- As a school we are able to accept children with some special education needs. There are certain instances that we would advise parents to consider specialist schools with the additional capability to support their child's requirements. We do ask parents to inform us of their child's needs on the **application form**. The curriculum in our school is designed to provide access and opportunity for all children who attend the school. If we think it necessary to adapt the curriculum to meet the needs of individual children, then we do so in consultation with the parents of the child as per our **school accessibility plan**.
- If a child has a special need, our school will do all it can to meet these individual needs. If a child displays signs of having special needs, his/her teacher makes an assessment of this need. In most instances the teacher is able to provide resources and educational opportunities which meet the child's needs within the organisation of the class. If a child's need is more challenging, we discuss this further with the parents and investigate if there is anything further the school is able to do for the child in question. Currently the school has limited funding to support this. If after intervention plans have not provided the child good progress or there is a risk to the health and safety of the child or others, the school will remove the child from role.

Children with English as an Additional Language (EAL)

- We accept children for whom English is a second language (EAL). We do ask parents to inform us of this on the application form. Our school will do all that it can to meet his/her individual needs. We support English across the curriculum and will look to provide extra curriculum time to promote literacy.

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Trustees.