



*My Lord! Increase me in knowledge (20:114)*

***In the Name of Allah the Most Kind the Most Merciful***

## **ADMISSIONS POLICY 2018**

Orchard VA Primary School is the first Voluntary Aided Islamic School in the Borough of Lambeth established by the Al-Risalah Education Trust. The school roll will increase from 175 to 210\*.

The school's Islamic character is guided by the teachings of Qur'aan and Sunnah as understood and practiced by the Ahlus-Sunnah Wal Jamaa'ah. The Governing Body wishes to attract pupils whose parents wish them to attend a primary school with an Islamic character.

The school is normally heavily oversubscribed and the Governors are keen to ensure that children not of the Islamic faith also have an opportunity to attend the school.

The Governing Body of Orchard has the legal right and duty to admit pupils to the school in accordance with this policy and with the arrangements for admissions which have been agreed between the Governing Body and the Local Authority.

There is an intake of new pupils every September into Reception Class, at age 5 and rising 5. The standard number for admission in this school is 30 for each year group. Pupils may also be admitted in mid-course if places are available. Governors will allocate a place based on the latest ranking list available. Any places allocated will be immediately communicated to the LA admissions service.

Whilst the Governors seek to promote the traditions and teachings of Islam, they also welcome children from other faiths and cultures.

### **Oversubscription Criteria**

The Governors will admit 30 children in Reception class in September 2018. If the school is undersubscribed then all applicants will be offered places. In the event of oversubscription, places will be offered in the following order of priority:-

1. "Looked after" Children\*\* and previously looked after children\*\*2
2. Children of staff at the school\*\*\*
3. Children with siblings at the school at the time of the application\*\*\*\*
4. Children of Muslim families living nearest to the school in order of safest walking distance from home to school as measured by the standard Local Authority distance measuring system for all schools\*\*\*\*\*
5. Children from non-Muslim families whose parents desire their children to be educated in a school with an Islamic ethos

### **Notes:**

\* In 2017 up to Year 4 will be filled to capacity. Year 5 onwards will be filled in subsequent years, so that by 2020 the school will be at full capacity (210).

\*\* A Looked After Child is a child in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children's Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989.

\*\*2 A previously looked after child is a child who was looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) **immediately** following having been looked after.

\*\*\* School will give priority to children of staff in either or both of the following circumstances:

- i. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made
- ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

\*\*\*\* A sibling is defined as a full brother or sister, a half brother or sister, a step brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.

\*\*\*\*\* In the event that two or more Muslim pupils live equidistant from the school for one available space the governing body will draw lots to decide between applicants.

In the case of over subscription in any of the above categories priority will be given to those residing closest to the school (This will be the shortest, safest walking distance measured by the standard Local Authority system for all schools).

In addition to completing the Local Authority Common Application Form, applicants **must** also complete the school's Supplementary Information Form which requests additional Religious information. The Supplementary Information Form is available through the Orchard school website or can be obtained from the school. Once completed, this form must be returned to the School by 15<sup>th</sup> January 2018.

**Parents/Guardians who do not fill the SIF will be given a lower priority than those that complete both forms.**

### **Children with Statements of Special Educational Needs**

Children who hold a Statement of Special Educational Needs (SEND) which names the school will be offered a place. These children will be included in the overall admission number of 30.

### **Appeals**

Parents have the right of appeal to an independent appeal panel against any refusal by the governors to admit their child under the School and Standards Framework Act 1998. Further details of how to appeal will be included in the notification letter.

### **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. There will be one waiting list for all applicants – with offers being made by the category in which a vacancy has become available.

### **Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents have the right to request to refer their child's entry to the reception year until later in the school year or that their child takes up the place part-time until the child reaches compulsory school age. Parents considering deferred admission should contact the school to discuss the suitability for their child.

### **Request to be taught outside of chronological year group**

In Line with the School Admissions Code, parents may seek a place for their child outside of their normal age group. We are aware that some parents of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. We will manage such request via the following process:

Parents applying for an out-of-year group place must submit supporting documentation with their application for the chronological year group. The Governors and Admissions Committee will then decide along with the headteacher whether such an out-of-year group request is agreed.

- If the request has been agreed/accepted, the parent must submit an application for the admissions round that has been agreed, which must be received before the deadline of 15 January to be processed as an on time application. The child's application will then be processed with all other applicants in the agreed round in accordance with the school admissions criteria.
- If the request is not granted, and the place is NOT offered and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

For additional information or to download a copy of the SIF or the Admission Policy, please visit the Admissions section of the schools website: [www.orchardprimaryschool.com](http://www.orchardprimaryschool.com)