

*Manchester Muslim Preparatory School*



**Document Control**

<b>This policy has been approved for operation within:</b>	Manchester Muslim Preparatory School
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<b>Review period</b>	1 Year
<b>Policy status</b>	Statutory
<b>Owner.</b>	MMPS

## **ADMISSIONS POLICY**

### **Introduction**

The Trustees of Manchester Muslim Preparatory School apply the regulations relating to admissions fairly and equally to all those who wish to attend this school. MMPS is an Independent school, therefore the admission arrangements are determined by the Board of Trustees.

### **Aims and objectives**

We are an inclusive school that welcomes children from all backgrounds and cultures provided they accept the Islamic ethos of the school as stated in the mission statement.

The main restriction we place on entry is that of number. As the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child can be accepted or not.

### **How parents can apply for their child to be admitted to our school**

All prospective parents are required to complete an application form. These are available from the admin office and can also be downloaded from the school website [www.muslimprepschool.co.uk](http://www.muslimprepschool.co.uk). A registration fee of £25 is payable if your child is age five and above. These must be completed and returned to the school. The school will confirm receipt in writing and the child will be registered on the appropriate waiting list (determined by date of birth).

Please note that all children will be registered on the appropriate waiting list determined by their date of birth. The school does not operate a policy whereby parents may choose to register their child in the year above or below their birth age.

The school reserves the right to request a birth certificate to verify the age of a child. In such situations the documentation will be checked by the Head Teacher and if necessary the Board of Trustees. A copy of the birth certificate will also be requested for the schools records.

The child's name will remain on the waiting list until a place becomes available and will only be removed upon request by parents in writing. At the end of each academic year the names are automatically transferred on to the next class waiting list.

Prospective parents may contact the school regarding the status of their child. In such situations the school is unable to state the child's exact position on the waiting list, nor is the school able to offer any guarantees of a place. For all admissions queries please contact the Admissions Officer on 0161 445 5452 and choose option two from the menu or email [admissions@muslimprepschool.co.uk](mailto:admissions@muslimprepschool.co.uk).

### **Admission into Nursery**

The Nursery class list is formulated during the spring term of each academic year. The school takes on 25 new pupils for this class. Places are offered on a **first come first served** basis with priority given to siblings of pupils already in the school and to staff children from the three Trust run schools.

The school operates a single intake entry policy and pupils are required to commence the Nursery class during the first week of September. Therefore all children must be aged 3 before the first day of September to be eligible for a place in the Nursery class.

Should your child's name be on the Nursery class list, the school will send a formal offer of a place in the post along with a school contract, information about fees and some additional forms.

Parents wishing to accept a place are required to complete the enclosed paperwork and provide a deposit of £500 by the stipulated deadline. This will be refunded to parents when their child leaves the school at the end of Year 6 or if the child is withdrawn (and a full terms notice is provided in writing).

On receipt of the paper work and deposit the child's name will be added to the final Nursery class list. Following this a letter inviting the parents for a visit to the school will be sent from the Nursery teacher.

On the day of the visit parents will also receive their Direct Debit form and information regarding fees.

### **Admission from Nursery to Reception**

There is no automatic transfer from our school nursery class into the reception class. Any places offered are on the condition that transition from one year to the next is not automatic and depends on the progress of the child.

### **Admission to the main school**

During the course of the year should a place becomes available in a particular class, the pupil at the top of the waiting list for that class will be invited for an assessment.

The office staff may contact parents via telephone to inform them that a place has become available prior to a letter being sent out. Parents are requested to confirm attendance via telephone or in writing and bring their child's last end of year school report on the day of the assessment. Failure to confirm attendance by the stipulated deadline will result in the invitation for the assessment being withdrawn.

Depending on the outcome of the assessment and the staff's professional judgement the child may be offered a place. In such situations a formal offer of a place will be sent in the post along with a school contract, information about fees and some additional forms.

Parents wishing to accept a place are required to complete the enclosed paperwork and provide a deposit of £500 by the stipulated deadline. This will be refunded to parents

when their child leaves the school at the end of Year 6 or if the child is withdrawn (and a full terms notice is provided in writing).

On receipt of the paperwork the Admissions Officer will contact parents to arrange a suitable start date and where possible an introductory visit to the school for the child. The school may also request details of the child's previous school and will contact the school for information and copies of school reports.

Please note that it is the duty of parents to inform their child's school that they have been offered a place at MMPS and that the child will be leaving. As a school we cannot be held liable for any forfeit in fees and deposits etc.

### **Failure to meet the deadline**

When a formal offer of a place is made, parents are required to reply to the school by completing the appropriate section on the reply slip and returning this to the school along with all paper work and deposit. This must take place by 4.30pm on the date of the deadline stipulated. Once the deadline has passed, the place will be automatically forfeited and the next child in the waiting list will be contacted. The child's place will then become inactive on the waiting list and no future offers would be made unless contact is made by the parents.

This also applies to invitations for a child to attend an assessment. Parents are required to confirm their child's attendance by the stipulated deadline (4.30pm on the date of the deadline).

### **What happens if an offer of a place or assessment is rejected?**

Parents that choose not to accept an offer of a place and opt to keep their child's name on the waiting list must do so with the understanding that the school cannot offer any guarantees of a place in the following academic year or in the future.

The next child on the waiting list will be contacted and this will continue until the waiting list is complete. Places will then be offered again from the top to parents who deferred a place or assessment the first time around.

**Please note that once your child's name has been registered on the waiting list parents cannot remove their child's name and re-apply with the intention of trying to increase their chances of being re-offered a place.**

### **Removal from the waiting list**

Parents who wish for their child's details to be removed from the waiting list **must send their request in writing** to the school. If an offer of a place was made, they must return a completed reply slip, otherwise parents must send a letter by post or email. Unless this decision is supported with the reply slip or in writing, the child's name will remain on the list.

### **Change of contact details**

It is the responsibility of parents to ensure that the school is notified of any changes in details including address and telephone numbers. The school cannot be held responsible for letters being sent to previous addresses or parents being contacted on old numbers and an offer of a place being missed. Kindly inform the school of any such changes immediately.

If an offer of a place is sent to a previous address due to parents failing to inform the school of such changes, the offer will automatically be forfeited if the deadline passes.

### **Class Size**

The maximum number of pupils per class is 25, this can only be exceeded in exceptional circumstances.

### **Inclusion**

At MMPS we welcomes pupils of all backgrounds, ethnicity, religious affiliation and orientation and do not discriminate on any grounds in relation to the Equal opportunities Act 2010.

**For admission enquiries, the contact details are as follows:**

**School Office:**  
**Tel: 0161 445 5452**

**Phone or email:**  
**Email: [admissions@muslimprepschool.co.uk](mailto:admissions@muslimprepschool.co.uk)**