



# Admissions Policy

*Nurturing today's young people,*

*Inspiring tomorrow's exemplary citizens*



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Al-Jamiatul Islamiyah, Darul Uloom, Willows Lane, Bolton, Lancashire, BL3 4HF, UK.

Admin Office Tel: 01204 62622 – Email: [info@boltondarululoom.org.uk](mailto:info@boltondarululoom.org.uk) – Website: [www.boltondarululoom.org.uk](http://www.boltondarululoom.org.uk)



## Document Control

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## SECTION 1 – INTRODUCTION

At AJI, we aim to provide high quality education in a safe, secure, inspiring and harmonious Islamic atmosphere, where every pupil feels valued, cared and esteemed. We aspire and ensure we deeply care for your child/children and nurture their delicate personalities. We look to instil Islamic values, good manners, confidence and a sense of duty and purpose towards the world in our pupils. We believe this will help them excel spiritually and academically and make positive contributions to tomorrow's society.

At AJI, we believe both secular and Islamic education in the modern world has an important role to play in the development of our students; it can also positively influence the attitudes, expectations and aspirations of pupils. The effect of parents' attitudes and expectations and those of the wider community cannot be ignored. It is the school's intention to address such a role consciously and systematically. AJI exists to serve children with varied skills and ability levels. As such, the school does not operate an Admissions Policy based on ability or aptitude. All children have the right to, and in Islam have a duty to seek out, a full, broad and balanced education.

The Islamic ethos of AJI encourages all pupils, regardless of social or cultural background, ethnic origin, gender or faith, to obtain the greatest possible benefit from the education on offer at the school.

## SECTION 2 – APPLICATION PROCESS

The Admissions Process is managed by AJI School. Parents/Guardians should always take their questions / concerns to the school office in the first instance. The following admission process only relates to the admission of pupils who will be moving into Years 7-11 in September 2024.

- 1 The admission process described below will be used to select children for the composite classes model in cases where there are more children than spaces.
- 2 Each composite class is restricted to a maximum of 25 children per class.
- 3 The Governing Board will review this limit based on the staffing levels and range of needs within the classroom and may opt to increase if needs be. Every effort will be made to accommodate the children currently attending AJI School.
- 4 All applications received before the deadline of 15<sup>th</sup> February 2024 will get priority over those handed in or edited after the deadline.
- 5 For the parents who submitted applications after the 15<sup>th</sup> February 2024 deadline, we will treat their application on a first come, first served basis. The sooner the application is received, the greater the likelihood of their child(ren)'s space being confirmed.
- 6 Children with siblings entering Year 7 in September 2023 will be given preference over the first come first serve system (mentioned in Point 5 above).
- 7 Each class referred to above relates to the year group and not the composite class.
- 8 Any parents whose application has not been received by 15<sup>th</sup> February 2024 will lose any priority privilege they may have received previously.
- 9 Fees can be paid by 3 options:
  - a Monthly standing order: For monthly payments the total left will be divided by 7 months and payments will have to be made as a standing order from September 2024 to March 2025.
  - b Termly cash payments: For termly payments the total left will be divided by 3 and payments will be accepted in September 2024, December 2024 and March 2025.
  - c Upfront full payment: The total left will be payable in September 2024. This can be paid by bank transfer (using your child's name as reference) or cash.
- 10 Persistent failures to pay each instalment may endanger your child(ren)'s place at the school.



- 11 Cash payments (termly and upfront) for termly payments should be made between the hours of 9am and 2pm to the reception office.

### SECTION 3 – WAITING LIST

Places on the waiting list will be decided based upon the criteria given above. The waiting list will be associated with the child's year group depending on his age. If a parent so wishes, their child can remain on the waiting list indefinitely and be eligible for a place depending on the age group at the time a position becomes available. Therefore, parents need not reapply for the same year group as their child progresses through the normal year group outside of the school.

If a child is placed on the waiting list due to over-subscription, the parent subsequently may decide to take their child out of the waiting list. Any future applications will be treated as a new admission. Whilst your child has been placed on our waiting list, we advise you still request a place at state-maintained LEA Secondary school.



## SECTION 4 – ASSESSMENT OF SUITABILITY

If a child 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 AJI School, the school will contact a child's previous school and obtain learning, physical assessment, SEN and other relevant reports. If a child is enrolled into a year group not appropriate to their age, the school will support the child and advise parents on their options for secondary education but will not be held responsible or accountable for the choices made.



## SECTION 5 – REMOVING A CHILD FROM THE SCHOOL

If any parent wishes to remove their child once they have enrolled and been accepted or started school, they will immediately become liable to pay fees in accordance with either of the following criteria:

- The parent will be required to pay FULL annual fees (relevant to the pupil's enrolled year group) if the space they vacate CANNOT be filled by another child.
- If the space the child vacates CAN be filled by another child, parents will be required to pay a part of the fees depending on when the child leaves school.
- If the child leaves in Term 1, parents will be liable to pay 1/3rd of the fees.
- If the child leaves in Term 2, parents will be liable to pay 2/3rd of the fees
- If the child leaves in Term 3, parents will be liable to pay the full fees.
- If, however at a later date the vacated space is filled, the school will refund for the period where payment for the child space has incurred double payments beyond 1/3 of annual fees. These procedures have been put in place to protect your school from financial difficulties and have been approved by the schools governing body. If parents have concerns regarding these clauses, they should arrange an appointment to speak with the Chair of Governors. Once the school has provided two written requests for payments or fines, the school has the right to take legal proceedings to recover costs or to pass this onto a debt collection agency.



## **SECTION 6 – ENROLLING A CHILD PART-WAY THROUGH THE SCHOOL YEAR**

We understand in some cases parents may not be able to start their child(ren) from the beginning of the school year. On these occasions, once a completed application has been received, an assessment will be made of the child(ren)'s suitability if a class place exists. Whilst the school will try to accommodate each student where possible, unfortunately enrolment does not guarantee a place. Parents have the option of placing their child(ren) on the class admissions waiting list. Once a child has been offered a place in the school, school fees will be charged on a pro-rata monthly basis (over 7 months) from the 1st of that month and must be paid in full by end of March, or on enrolment if after March.



## **SECTION 7 – INFORMING PARENTS**

It is the school's intention that parents will be informed in writing of a successful (or not) admission by 30th May 2024. If you withdraw your children from the school for the next academic year after the 30th June 2024, then you will become liable to pay the full fees as described in section 6.



## **SECTION 8 – 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 School Office. Whilst the School Admission Officer may advise parents, a final decision will only be taken following consultation from the School Head Teacher or/and the Chair of Governors.