

REVIEWED:
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SEPTEMBER 2021



ADMISSIONS POLICY

Version: 2

Ratified by the Trustee: (insert date)

Signed by the Trustee: (state position)

To be reviewed (annually):

DUIHS



This policy should be read in conjunction with:

1. Behaviour policy
2. Exclusions policy
3. Safeguarding policy
4. Equality policy
5. Prevent plan
6. PSHE (Personal, Social and Health Education) policy
7. RSE (Relationships and Sex Education) policy
8. Mental Health and Wellbeing Policy
9. Covid-19 Action Plan and Risk Assessment

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Introduction

The Darul Uloom was established in 1985 to create experts in the Islamic sciences who would be exemplary representatives of Islam, preserve the Islamic identity of British Muslims, and possess the necessary skills to benefit the local community and enrich the wider society.

Since its establishment the Darul Uloom has served its purpose of educating thousands of pupils with both an understanding of the Islamic Sciences and competency in the National Curriculum subjects – a combination that has provided pupils the basis to pursue further education in a wide range of disciplines. Pupils of Darul have gone on to become great Ulema, Huffaz and professionals in numerous sectors of society: as Imams, teachers, doctors, engineers, lawyers, councillors, businessmen and many others.

Covid-19 procedures

Due to periods of lockdown during this pandemic some admissions procedures may be affected. The school will try to maintain its procedures as best as possible to ensure fairness.

1. Applications can be initially sent and returned via email. Proof of I.D may be accepted later.
2. Online assessments may be incorporated where possible. Exams may be facilitated in the school following a strict risk assessment including wearing masks, washing/sanitising hands, restricted interaction with others.
3. Interviews may take place via online platforms such as Zoom etc.

Aims of the Policy

- To provide information to parents about our admissions criteria and procedure at the school
- To establish and maintain a fair and open admissions policy with consistent principles

Initial interest

When a parent and pupil wish to join our school, they must consider the following:

- The school's focus is to create Ulema & Huffaz. Does this fit in with your intentions and motivations?
- Strict adherence to the Qur'an and Sunnah from the family to nurture the pupil towards achieving the goal of becoming a Hafidh and treading the path of Islamic scholarship

Admissions procedure

There are effortless steps to apply to Darul Uloom:

1. Complete and return the application form with a passport sized photo of the pupil and proof of address.
2. Attach proof of pupil's date of birth – either a copy of his Birth Certificate or the information page of his Passport and a recent behaviour report.
3. Enclose the Registration fee of £130.

Note: Without these documents and payment an application will not be processed until provided.

4. Entrance assessments - a controlled assessment of English and Maths will take place without the presence of the parents.
5. Interview - If the applicant passes the entrance exams, he will be invited to attend a formal interview with the Head Teacher. Parents are invited to be present and also participate. The school will require a report from your son's current school during the interview.

The focus and vision of nurturing pupils to become ulema and Huffaz has made the entry to the school competitive. The headteacher will therefore assess the motivations of both pupils

and parents and a pupil will only be offered a place if the Head Teacher is satisfied that the parents, pupils and school's vision align.

Application

Parents/guardians will be provided with an application form once they have visited the school reception, preferably with their relevant documents. The form covers personal contact and referee information as well as KS2 grades, medical information and a declaration regarding the payment methods; all data must be provided.

After the terms and conditions are read and understood, the application should be completed with the date and signature from a responsible parent/guardian as well as the pupil.

Parents must disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

Based on such disclosure, the School will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the School, we will endeavour to continue support the child as long as we have the appropriate resources and facilities to provide them with the support they require.

Entrance-assessments

After the application has been completed and all documents have been provided, the pupil will be invited to sit an entrance assessment. The overall administration cost will be £130 for administration charges (see 'finance' below for further detail).

Parents/guardians should be informed that it is a controlled assessment and they will not be allowed to be present. The test will last for 1 hour and 40mins. If, after booking an assessment, there is an absence, it is the duty of the parent/guardian to contact the school office to re-book the test. If there is no communication regarding examinations, after 14 days, the application will be discarded and the entire process will need to be repeated.

Entrance assessments will be based on the pupil's current study of core subjects according to his age group.

The expected pass rates for each exam are as follows (any scores below the rates will initiate a process for discretionary decision by the SLT):

Year 7: 50% English, 50% Mathematics

Year 8: 60% English, 60% Mathematics

Year 9: 70% English, 70% Mathematics

Since preparing pupils for GCSE/iGCSE courses begins towards the end of Year 9, Year 11 applications may not be considered and Year 10 applications will be accepted only in certain conditions with the pass rates being as follows: 80% English, 80% Mathematics and a positive progress / behaviour /attendance report.

Interview

After the entrance assessment pupil and parents/guardians will be invited to a pre-admission interview which is the most important stage of the application process.

During the interview the pupil will be assessed on the following:

- Behaviour

- Love of the Deen
- Dedication to education
- Motivation to succeed in the memorisation of the Qur'an and Islamic studies

During the interview, the parents will need to demonstrate the desire the support their son in becoming a Hafidh and following the path of Islamic scholarship.

After the interview process the school will inform the parent whether the application has been successful or not.

Admission

All admissions are subject to an interview by the Head Teacher or a Deputy to establish suitability of the child and parents with the school. The interview will try to grasp the ethos of education that the parents have and whether this fits in with the school's vision.

The Headteacher will have the final authority in deciding admission to Darul Uloom.

Once a pupil is deemed eligible to join the school, they will be provided with information regarding rules and regulations as well as daily expectations and conducts of a Darul Uloom pupil (see Behaviour Policy).

Parents will be required to make the initial payment (a deposit, school fees, book fees, Exam, and admission fee, **see part 9 of Application Form and application term and condition [15,17]**). They will also have the opportunity to raise any concerns or make all the enquiries they wish to before accepting the seat.

Monetary agreements

Upon being admitted to the school parents will be made aware of the following financial requirements through the five years:

Compulsory:

- Deposit (to be returned after leave OR to be used as final payment upon a successful/well-informed leave from the school)
- Initial payment of school tutoring fees
- Resource fees
- External examination fees inc. GCSE/iGCSE

Additional:

- Occasional trip fees – educational
- Occasional trip fees – pleasure

Leavers

Parents are required to inform the school a term in advance if they plan to remove a pupil from the school. A minimum advance notice of a term will need to be issued and not doing so may result in retention of the deposit.

If a pupil is withdrawn from the school his application will be archived. If he wishes to return a new application will need to be completed and he will need to undergo the initial process of admission. We will follow the guidance issued by the DFE in 'keeping children safe in education' and 'children missing from education'.

We will need to know where the pupil is going to after leaving our school. We will also seek to verify this. We will also notify the local authority if a pupil is to be deleted from the admission register in certain circumstances.

We will monitor attendance and address it when it is poor. If a pupil has irregular attendance we will refer it to the local authority.

Must agree to our terms and conditions:

- In application
- Complete a leavers form

Safeguarding and KCSIE

[see school safeguarding policy, KCSIE regulations].

Contact will be made with previous schools/educational programmes the pupil will have attended in acquirement of history for the purpose of understand the pupil's background. Other than general information (school report, etc.), the school will inquire about matters relating to (a) behaviour, (b) issues including victimisation or aggressor of situations where bullying is involved, (c) concerns or knowledge relating to physical, emotional or mental wellbeing, (d) safeguarding cases (if any). Any information procured will be kept securely by the DSL [see safeguarding policy] and retained lawfully according to the [GDPR regulations]. Information is requested to allow the school to prepare appropriate mentorship (where necessary) and/or programmes to cater to the wellbeing of the pupil.

Data Protection and reassurance

[Refer to GDPR/Data Protection policy for further details]

The school pledges to retain information securely with access only visible to those will use the data to process the application and certain aspects will be securely usable by members of staff for educational purposes. Information to be used for educational purposes will include the pupil's educational outline and history including his. The information is only accessible by those officially authorised by the school with a linear purpose and by law. Where hard documents are retained, these are securely maintained. No information will be provided to third party services.