

**REVIEWED:**  
SEPTEMBER 2018

**REVIEW DATE:**  
SEPTEMBER 2019



## **ADMISSIONS POLICY**

# DUIHS

## Introduction

When a student wishes to join our school the following steps must be taken:

### Initial Communication and Information

Upon contact, parents/guardians of students wishing to enter their sons will be asked to provide relevant details prior to the entrance examination;

- 1) A copy of valid identification of the student applying (ideally a valid passport)
- 2) A passport sized photo of the student applying
- 3) School report clarifying the most recent education and location

Without these documents an application will not be processed until provided.

## 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 student. For us to be able to help the student in question, it is extremely essential that we are informed if there are any special needs in education (SEN). We will provide support, guidance or advice to the best of our abilities whilst abiding by the constitutions set by the Equality Act 2010 85 (1) a to treat them fairly and as equally as we will all other candidates, which dictates that 'the responsible body of a school to which this section applies must not discriminate against a person (a) in the arrangements it makes for deciding who is offered admission as a pupil. Where there is a need for additional support that Darul Uloom does not have in place, the place will be offered on the condition that parents/guardians are able to manage additional costs incurred for the provision of this support [unless funding is available].

## Entrance Examinations

After the application has been completed and all documents have been provided, the student will be invited to sit an exam (ideally on the morning of a Saturday) costing £130 for administration charges. 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 exam, 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.

Based on these examinations, testing students on their literacy, numeracy and verbal reasoning, previous references and an interview, it is at the discretion of the Darul Uloom management and admissions team whether the student in question is accepted or not. The pass rates for each exam are as follows:

Year 7: 50% Literacy, 50% Numeracy

Year 8: 60% Literacy, 60% Numeracy

Year 9: 70% Literacy, 70% Numeracy

Year 11 applications will not be considered and Year 10 applications will be accepted only in certain conditions with the pass rates being as follows: 80% Literacy, 80% Numeracy

After the examination, parents/guardians will be contacted within 14 days to confirm or decline their child's seat.

## Admission

Once a student 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 student (see Behaviour Policy) and will be required to make the initial payment (school fees, book fees and admission fee). They will also have the opportunity to raise any concerns or make all the enquiries they wish to before accepting the seat.

After the admission fee of £100, as well as the initial payment (dependent on the interview and collaboration with the school's finance team) and the book & stationery fees are paid students will be given a unique ID number for information and other official use.

## Leavers

If a student 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 student will have attended in acquirement of history for the purpose of understand the student'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 student'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.