

DARUL ULOOM
ADMISSIONS POLICY
September 2024



Ratified by the Trustee: 30 August 2024
Signed by the Trustee: 30 August 2024

To be reviewed: 01 September 2025



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

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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, Darul Uloom has educated thousands of pupils on Islamic sciences and competency in national curriculum subjects. This combination has provided pupils with the basis to pursue further education in a wide range of disciplines. Darul Uloom's pupils have become great Ulema, Huffadh, and professionals in numerous sectors of society, such as Imams, teachers, doctors, engineers, lawyers, councillors, businessmen, and many others.

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 & Huffadh. 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 the 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 £150.

Note: An application will not be processed without these documents and payment.

4. Assessments—A controlled online assessment of English (to understand reading level) and Maths will occur without the parents' presence. A face-to-face Quran assessment will also be completed by a Hifdh teacher.
5. Interview—If the applicant demonstrates that his reading and maths levels are at their current expected age level and that he has basic Quran reading competency, he will be invited to attend a formal interview with the Head Teacher. Parents are invited to be present and also participate. During the interview, the school will require a report from your son's current school.

The focus and vision of nurturing pupils to become ulema and Huffadh have made 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 Headteacher is satisfied that the parents, pupils, and school's vision align.

Application

Once parents/guardians have visited the school reception, preferably with their relevant documents, they will be provided with an application form. The form covers personal contact and referee information, 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 of a responsible parent/guardian and 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 it can fully meet the child's needs.

Where a child's SEND is identified or develops after the child has started at the school, we will endeavour to continue supporting the child as long as we have the appropriate resources and facilities to provide them with the support they require. Any private SEND assessment, support, or resource may have an additional cost, which will be passed on to the parents.

Entrance-assessments

After completing the application and providing all documents, the pupil will be invited to take an assessment, which includes English, Maths, and the Quran. The overall administration cost will be £150 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 assessment process will last 2.5-3 hours. If there is an absence after booking an assessment, the parent/guardian must 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.

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 under certain conditions. The pass rates are 80% English, 80% Mathematics, and a positive progress/behaviour/attendance report.

Interview

After the entrance assessment, the pupil and their parents/guardians will be invited to a pre-admission interview, the most essential 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 must demonstrate the desire to support their son in becoming a Hafidh and following the path of Islamic scholarship.

After the interview, the school will inform the parent whether the application has been successful.

Admission

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

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

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

Parents must make the initial payment (a deposit, school, resource, exam, and admission fees); see the Application Form and application terms and conditions. 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 must inform the school a term in advance if they plan to remove a pupil from the school. A minimum of a term's advance notice will need to be issued, and not doing so may result in the retention of the deposit.

If a pupil is withdrawn from school, his application will be archived. If he wishes to return, a new application must be completed, and he must undergo the initial admission process. We will follow the guidance issued by the DFE in 'keeping children safe in education September 2024' and 'children missing from education'.

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

We will monitor attendance and address poor attendance. If a pupil's attendance is irregular, we will refer the matter 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 acquiring history to 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]. Information is requested to allow the school to prepare appropriate mentorship (where necessary) and/or programmes to cater to the pupil's wellbeing.

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 who will use the data to process the application. Certain aspects will be securely usable by staff members for educational purposes. Information to be used for educational purposes will include the pupil's educational outline and history, including his. The data 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.