



ADMISSION POLICY

Date of Last Review	September 2015
Date of Next Review	June 2017
Review period	2 Years

Admission Policy

Tayyibah Girls School is open to all girls regardless of their ethnicity, race, culture or Islamic School of Thought. At present we are unable to cater for students with special education needs (SEN).

Admission Procedure

Parents who wish to send their daughters to Tayyibah Girls School must fill the Application form and handover to the office with the following documents:

- A copy of birth certificate of the child
- Previous reports and assessments from schools or nurseries and an Islamic institute last attended
- Proof of address in the form of, a recent(not more than 3 month old) utility bill or bank statement

An acknowledgement receipt will be given when the form is received.

At the time of application the child should not be less than three years old.

Places will be offered in the priory order listed below.

Special Educational Needs

The School does not have the resources to provide an adequate education for pupils who have a statement of needs or have Special Educational Needs hence such pupils cannot be admitted to the school. Failure to disclose on the application might lead to the removal of the child subsequent to admission.

Should a pupil be diagnosed as SEN once admitted, the school will support parents to have the child assessed by the appropriate authorities and follow the SEN code of conduct which includes preparation of individual educational plans (IEP). The IEPs will be shared with parents and reviewed termly. The school will also support parents in liaising with outside agencies such as speech therapists where applicable. Parents will need to meet the costs of any subsequent external assessments.

Admission criteria

1. Children living within the designated catchment area (**N16 & E5**) of the school who at the time of application has a sister on the school roll and who will still be on roll at the time of the sibling's admission
2. Children living within designated catchment area of the school (**N16 & E5**).

3. Children living outside the designated catchment area of the school who have a sister on roll at the time of admission and will still be on roll at the time of the sibling's admission.
4. Children living outside the designated catchment area of the school whose parents have moved out of the catchment area after the school was established.
5. Children living outside the catchment area.

NB.: Children will be selected on a first come first basis within each criterion.

Year 1

The above criteria will be followed.

Year 2 – Year 7

The school operates a waiting list system for admissions in Year 2 – Year 7.

Place will be allocated based on the following:

- Students from the waiting list will be called for an interview.
- SATs results
- Previous reports from school last attended
- The existing criteria (points 1 – 5) will be maintained.

Y8 – Y10

Applications will be considered subject to the applicant providing previous school reports including reference from the last school. The applicant will be called in for an interview. Admission will be at the discretion of the school management and governing body.

Y11

There will be no new admission for this class

Y12 - Y13 (Sixth Form) Admission

- students should pass in at least 5 subjects at GCSE with grades A – C
- students should obtain at least a B in the subject to be studied at A-level

Admission Times

Admission in all classes, except Year 10, will be taken once a place becomes available.

Applications in Year 10 will only be accepted until the end of Term 1(December). No new applications will be accepted in Year 10 after this period.

All Applicants

Once the place has been offered, parents will be called in for a meeting with the Head Teacher who will explain the school policies, rules and regulations. Upon acceptance, the child will be given a start date.