

AL-ZAHRA SCHOOL

ADMISSIONS POLICY

2025/26

School:	Al-Zahra School
Head Teacher:	Mr S A Khoei
Admissions Officer	Mrs M Jaffer (Primary & Secondary)

Policy Review Dates	
Academic year:	2025/26
Review Cycle:	Annual
Last Review Date:	25 th JUNE 2025
Al-Khoei Foundation Ratification:	9 th SEPT 2025
Date Shared with Staff:	10 th SEPT 2025
Next Review Date:	25 th JUNE 2026

TABLE OF CONTENTS

1. INTRODUCTION	3
I. AIMS & INTENT	3
II. EQUAL TREATMENT:	3
III. SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND):	3
IV. PUPILS FOR WHOM ENGLISH IS AN ADDITIONAL LANGUAGE (EAL).....	4
V. RELIGIOUS BELIEFS	4
VI. THE CURRICULUM.....	4
2. PROCEDURES	5
I. SPECIAL CIRCUMSTANCES.....	6
II. DISCLOSURES	6
III. ADDITIONAL FACTORS	6
IV. COMPLAINTS	7

1. INTRODUCTION

This policy has been authorised by the Proprietors of Al-Zahra School; its status is advisory only. This policy also meets the requirements of the Working Together to Improve School Attendance (2024) document. It is addressed to prospective parents/ carers and pupils and to all members of the teaching and administration staff. To be read in conjunction with Al-Zahra School other policies.

i. Aims & Intent

Al-Zahra School is founded on the ethics of the Holy Qur'an and the teachings of Prophet Muhammad (S.A.W) and his family. Our primary aim is to encourage each child to develop God-consciousness and grow into confident, respectful and proactive citizens who will add value to society. Moreover, we aim to stimulate an intellectual curiosity, empowering individuals to achieve academic excellence and exam success by encouraging diligence and ultimately inspiring a lifelong interest in learning.

The aim of the admissions policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the school community. Al-Zahra School will admit only children who have met the academic criteria.

ii. Equal Treatment:

Al-Zahra School accepts applications irrespective of their gender, gender reassignment, race, ethnic or national origin, disability, Special needs, sexual orientation, religious belief and will not discriminate on these grounds in terms of which a place is offered, but subject to the availability of facilities and resources, give fair treatment to every application in an open-minded way.

Every application will be considered on its merits within Al-Zahra School criteria for selection on the grounds of the pupil's ability and aptitude, and our policy reflects the Proprietors of Al-Zahra School approach towards equal opportunities. Al-Zahra School is a girl's school from Year 4 to Year 11. We at Al-Zahra School respect and celebrate differences and therefore in line with the Equality Act 2010 make reasonable adjustments for those pupils with individual needs, ensuring all pupils feel safe and supported irrespective of their differences in ability.

iii. Special Educational Needs and Disability (SEND):

At Al-Zahra School we believe that children should not be treated in any way differently to others due to their individual disabilities and needs. A disabled child must have the right to take part in all activities within the school environment in so far as their individual disability allows them to do so.

Our facilities at Al-Zahra School, physical and otherwise, for the disabled needs are limited and due to the absence of such facilities and resources, we cannot cater for children with physical or mental impairment which has a substantial, long-term, adverse effect on their ability to perform normal day-to-day activities. Nevertheless, we will do all that is reasonable to ensure that our curriculum, ethos, culture, policies, procedures and premises are made accessible to everyone and will liaise with parents/ carers to make referrals to schools providing support appropriate to the Child's special needs.

iv. Pupils for whom English is an Additional Language (EAL)

Pupils are assessed for their standard of English on application to the school, in order to assess the level of English and support their need. Al-Zahra School supports pupils for whom English is an additional language by allowing access to additional education support if required.

v. Religious Beliefs

Al-Zahra School has firm Islamic Shi'a roots. However, we do not select for entry on the basis of religious belief. We accept pupils of any religious persuasion, but parents/ carers should be aware that all pupils are required to study all subjects delivered within our curriculum and expected to attend and participate in our whole school special events.

vi. The Curriculum

The curriculum is all the planned activities that we at Al-Zahra School organise in order to promote learning, personal growth and development. Our curriculum has been developed to meet the requirements of current national guidelines and our commitment.

All teaching at Primary is linked and is in line with the new National Primary curriculum 2014. The primary curriculum offers pupils the opportunity to study subjects including Art, Humanities, Science, ICT, these are over and above the core elements of English and Maths. Literacy and Numeracy are encompassed in all the lessons and at the end of KS2 most pupils achieve results well above the national average for their SAT results. Additionally, Arabic and Religious Education are offered throughout primary. Through the PSHE lessons we aim

to build the whole individual by helping them to achieve their full potential spiritually, morally, physically and mentally.

At Key Stages 3 & 4, we follow the national curriculum guidance as produced by the DFE, Department leaders and subject teachers ensure that the prescribed and recommended content is planned and delivered accordingly. Starting at Key Stage 3, pupils have the opportunity to study an enriched curriculum offering Art, PE, Humanities, Science, Arabic, French, Citizenship, Islamic Studies and the core elements of English and Maths. History and Geography are taught as compulsory subjects at Key stage 3. At Key stage 4 pupils will be given the option to choose three subjects from the following; Computing, French, Geography, History, Psychology and Business Studies. Pupils are given the opportunity to learn the Fundamental British values in PSHE lessons simultaneously with their Citizenship classes.

2. PROCEDURES

The school's admission procedure is as follows:

- A child may be registered for Al-Zahra School by completing the application form and returning it with a non-refundable admin fee of £132 (£110 plus £22 VAT) by Bank Transfer together with all the required documentation by email.
- All new applicants enrolling for that academic year must register preferably before the end of June of that year in order to complete the process and secure a place. In cases where places are not available, then the child's name is added to the waiting list.
- Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. The school operates an equal treatment policy.
- Admissions at Al-Zahra School are determined on a competitive basis according to the testing, interview and selection procedures in place at the time. It is assumed that a pupil will, subject to conduct and academic attainment, progress through the school.
- Entry points: These procedures apply at the main points of entry to candidates for vacancies in any year group.
- Entry tests: Maths and English for Key Stages 2; Maths English and Science for Key Stages 3 & 4. The assessments are at an age-appropriate level.
- Character reference: At all entry levels the candidate's most recent school report is used to ascertain the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special

educational needs, or disability (SEND). The reference may also include the results of tests taken at the school (such as SATs). For those coming from overseas an additional English-speaking test is required, if overseas school reports are not available, the decision will be entirely based on the entry test.

- General interviews: In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.

i. Special circumstances

Al-Zahra School recognises that a candidate's performance may be affected by particular circumstances, for example he/she is unwell when taking tests; or there are particular family circumstances such as a recent bereavement; or there is a relevant educational history, for example education outside the British system. In any of these cases, the school may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as the school considers necessary to make a fair assessment.

ii. Disclosures

Parents/ Carers must disclose as soon as possible, any particular known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.

iii. Additional factors

At Al-Zahra School entry to particular years might not be possible. If the School has to decide between two or more candidates who meet the school's admission requirements after all appropriate allowances and special consideration has been given, the school may give preference to:

- A child who already has a brother or sister in the school;
- A child whose parent is a current member of the school teaching staff;
- A child with a particular skill, talent or aptitude.

Once a place has been offered the parent/ carer would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

iv. Complaints

We hope that you and your child do not have any complaints regarding admission to Al-Zahra School. However, if you do have something you wish to raise, our Complaints policy is available on request.