

# **Tawhid Boys School Admission Policy**

## **Application Procedure:**

Parents are required to complete an application form for the child and this must be accompanied together with a copy of a valid Birth Certificate and all other information requested by the School. New Pupil's will be admitted from the first Monday of each month. All new admissions will be enrolled on a probationary period of one School Term, which may be extended if required. Upon satisfactory performance of the pupil, permanent enrolment will be granted at the Managements discretion. A Pupil may be put onto a probationary period at any time during the academic year in the event of unsatisfactory attitude, behaviour, attendance, punctuality, organisation, presentation and lack of cooperation. The Pupil will be monitored and will need to make significant improvement to continue. In the event of unsatisfactory progress made, the school has the right to take the pupil off roll or refuse admission in the following academic year

## **Admissions – Guidance Notes**

It is vital that parents ensure that their applications are submitted by the deadline set by the school's management.

In the event that the School is over-subscribed, places will be offered in the following order of priority.

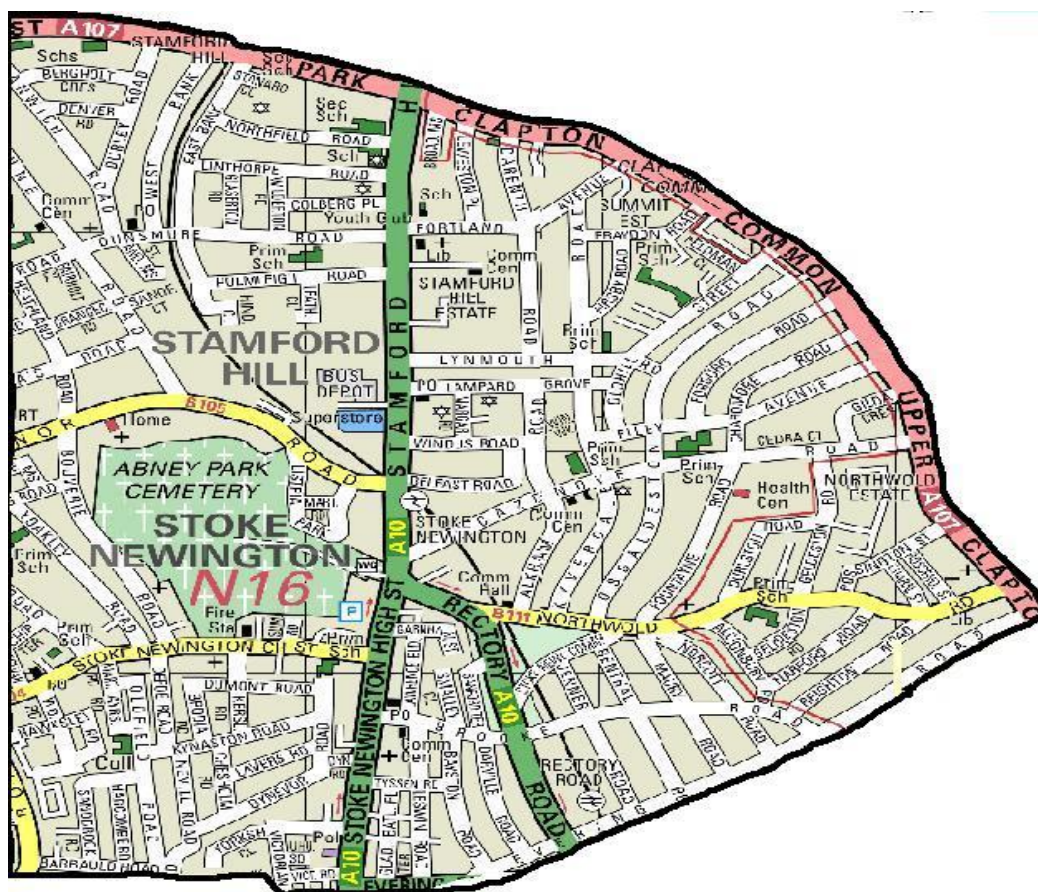
1. Children living within the designated catchment area of the school who at the time of application have a brother (including children living as siblings in the same family unit) on the roll of the school and who will still be on roll at the time of the sibling's admission
2. Children living outside the catchment area of the school who at the time of application have a brother (including children living as siblings in the same family unit) on the roll of the school and who will still be on roll at the time of the sibling's admission
3. Children living within designated catchment area of the school on a first come first basis
4. Children living within the London Borough of Hackney on a first come first basis
5. Children living outside the London Borough of Hackney on a first come first basis

If the school is oversubscribed from within any of the above categories, the distance criterion will be used to prioritise applications.

1. Waiting lists will be drawn up in strict accordance with the school's published admission criteria. Parents will be asked to confirm in writing that they wish their child to be placed on the waiting list and for how long (See 4 below).
2. The waiting list related to the expected new intake will be reviewed once the main admission round has been completed. Late applications will then take their place alongside applications received by the deadline in accordance with the admission criteria.
3. Length of time on the waiting list will be taken into account when determining priority order.

4. On 31st August, the existing waiting list for admission in the new school year will be updated. If a place later becomes available parents will be informed and a place offered to their child. If they decline the offer then their child's name will be removed from the list, unless the parent request for their child to remain on the waiting list, and a new application will have to be submitted. In both cases, they will then join the queue afresh. Where a place has been offered, the parent is due to take up the offer and make payment of fees. In the event of an application being accepted and the parent has not met the payment deadline , the place will be offered to the next applicant on the waiting list. The School will not be responsible to make provision once they have offered the place to another child.
5. Applications in Year 10 will only be accepted until the end of Term 1. No new applications will be accepted in Year 10 after this period. There will be no new admission in Year 11. In exceptional circumstances the Management has the right to use its discretion to allow admission into Year 10 & Year 11.
6. Internal assessments will be used for those pupils who do not attend regular daily schooling and where we cannot attain reliable information or Reports from previous school, or for pupils who are home tutored or educated abroad. All Assessments are to be used purely to identify pupils SEND needs and used in line with Admissions Policy

### **CATCHMENT AREA**



The catchment area as the black boundary marked