



BAYTUL ILM
SECONDARY SCHOOL

ADMISSIONS POLICY

2021 – 2022

HEAD TEACHER:	Muhammad Miah
CHAIR OF GOVERNORS:	M A Salam
REVIEWED:	29 th March 2021
NEXT REVIEW DATE:	29 th March 2022

1. Statement of Ethos:

Baytul Ilm Secondary School was founded as an Islamic Boys' School. We aim to provide educational excellence for students in an Islamic environment and our ethos reflects our objective and mission where high-quality education will be provided underpinned by Islamic teachings and spiritual development.

As an independent school, the Proprietors and school determine the admission criteria.

We are committed to meeting our obligations under the Equality Act 2010 with regards to the protected characteristics and strive to eliminate discrimination of all kinds in line with our school values of honouring and respecting ourselves, our peers and our seniors, working sincerely for the betterment of ourselves and others and always seeking to care for and protecting each other.

All applicants are expected to be fully committed to our school ethos. We ask all parents/guardians submitting an application to respect this ethos and its importance to the school community. This does not affect the right of parents/guardians who are not of the faith of this school to apply for and be considered for a place here.

2. Making an application

The Head Teacher has the responsibility for admissions to the school. All applications will be treated fairly and equally and admissions based solely on the admission criteria.

All parents need to complete an application form and send it to the school together with a non-refundable administration fee of £300 and a copy of your child's passport/birth certificate and year 5 report. Please note the administration fee is non-refundable and is not part of the school annual fee. On receipt of the application, a reference request will be made to your child's existing school. On receipt of a satisfactory reference, an invitation letter will be issued for your child's interview and admission test date. A decision for admission will follow this interview and a formal letter will be sent to parents to notify them of the outcome. This decision will be made at the discretion of the Head Teacher. Where an application is unsuccessful, parents/guardians may appeal in writing and should address the appeal to the Head Teacher. Where an appeal results in further administrative work, the school reserves the right to charge appropriate administrative fees.

Parents should ensure that they have the financial means to pay the full school fees on a timely basis. Failure to pay the fees will likely result in the school having to offer the place to another child.

The following are required before admission:

- A completed application form
- The school records from the previous school
- A copy of the child's passport or birth certificate
- Proof of address

- A passport size photo
- An interview with the parents and child
- A completed direct debit form for the payment of school fees
- Admission fee

3. Application criteria

The school would like to be able to take every student who would like to attend, but local demand makes this impossible for some of the classes. In admitting new students, the following categories will receive priority.

1. Parents and students who are most aligned to the school's ethos and character
2. Students with siblings at the school
3. Based on entry tests
4. Students whose previous school reports show that they are hard-working and well-behaved
5. Application received within enrolment dates
6. First come first served basis
7. Travelling or re-locating specifically seeking a school with an Islamic ethos

The school is a fee-paying independent school; hence the ability to pay fees will also be considered.

The school will consider applications for children with a statement of special educational need or disability, but this will be subject to an assessment undertaken by the school to determine if it can make reasonable adjustments needed to provide adequate provisions for the applicant. Where additional costs will be incurred to facilitate the provisions, as an independent fee-paying school, the application may be subject to additional fees.

4. The application timetable

- Applications will be open from 1st September – 31st December for the next academic year's intake. A second round of application intakes will be from 1st January – February.
- Tests and interviews will take place in January and February
- Results of interviews and assessments will be published by 2nd week of March.

All students who apply will undergo an entrance exam in the following subjects:

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ Quran (oral) (Where Applicable)
- ❖ Assessment of Islamic curriculum

Unsuccessful applicants may request to be added to the waiting list. This request must be made in writing to the school office.

Mid-Year admissions: applications can be made at any time (multiple applications for the same year are not permitted) however these will be considered entirely at the school's discretion.

5. Accurate Information

The school will take appropriate action if it discovers that any information provided to it is incorrect, false or misleading. This may include withdrawing the child's place at the school. Parents/carers should therefore provide full and accurate information and notify the school of any change of address or circumstances.

6. Fees

The school is an independent school and such relies on fees in order to run the school. Parents/guardians must pay fees on a timely basis otherwise the school will likely have to withdraw the rescind the child's place.

Further information on the school fees is available from the school admin office. The school offers a monthly payment scheme for any parents that wish to take advantage of this; the monthly payment calendar runs from September – August.

7. Anti-discrimination policy

Baytul Ilm welcomes students from all backgrounds. We expect all our students to be active members of our school community, committed to our ethos and fully comply with all of our policies.

8. Definition of words

"Home" means the place where the child lives with their parents or carer. If a child lives at more than one address it means the place where the child spends the most nights during the school week. It does not include the homes of grand-parents or aunts/uncles unless the families live together as a stable long-term arrangement. Proof of residence is required before the offer of a place is confirmed.

"Siblings" includes brothers and sisters, adopted brothers and sisters, half brothers and sisters, fostered brothers and sisters and step brothers and sisters. In all cases siblings must be living at the same address as the siblings who attends the school and as the relevant parent/carers. A sibling does not include cousins or any other relatives.

"proximity" and "distance". Whenever distance from the school is a relevant factor it will be determined by the nearest straight line from the front door of the applicant's home to the entrance to the school in Clarke Road, Milton Keynes.

9. Admission to other year groups

Admission to other year groups depends on whether places are available. Parents/guardians can contact the School Office to make enquiries and to request an application form. On receipt of the

application form the parent/guardians will also be asked to forward the relevant academic, behaviour, attendance and punctuality report to the School Office. The Head Teacher and Deputy Head will assess the information and make a decision. Students who are chosen will then be asked to attend with their parent/guardian for an interview with the Headteacher and/or Deputy Head.

10. Review

This policy will be reviewed annually or earlier if there are any changes in circumstances in our school or the local area.