



## **Admission Policy**

The school has a single form entry for all years. Application for a place at the school can be made using the school application form. This can either be downloaded from the website or requested via the school office. Verbal applications are not accepted as a valid application.

All applications received will be processed on a first come first served basis. The maximum intake for all year groups is 15. If the number of requests exceeds the number of places available, the following criteria will apply in order of priority:

1. Year 6 girls attending Islamic Primary Schools
2. Children who have siblings attending the school
3. Daughters of staff working for the school.

If the school does not have enough places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria. Each application will be processed in the order in which the application was made.

All pupils seeking admission into the school will sit an entrance examination for English, Maths and Islamic Studies.

N.B. There is an application registration fee of £20 (non-refundable), which needs to be handed in with the application form. The school will notify successful applicants. Admission into the school will be based on their performance in the examinations undertaken and a formal interview. Parents must attend the interview with their daughters.

In the area of Islamic Studies, all prospective students will be expected to:

- Be familiar with the recitation of the Holy *Quran*;
- Know the method of *wudu* and performing *salah*;
- Possess knowledge of the basic *seerah* (life history) of the Prophet. (S.A.W);
- Know the last ten *surahs* of the Holy *Quran*.

All running of the school from administration, teaching of secular and Islamic subjects follow Hanafi Fiqh.

At the time of submitting the application form, please ensure that you have with you the following documents:

- The original copy of your daughter's birth certificate.
- A form of ID such as your bank statement/driving licence or utility bill which confirms your home address.
- Your daughter's most recent school report from the school she last attended.

Upon successful application an offer will be made. Parents of children who are unsuccessful in gaining a place will be placed on a waiting list if a place is still required. The waiting list is revisited on the occasion of any pupil leaving the school.

Parents who are considering sending their child to this school may visit the school by making an appointment to see the Headteacher.

Parents are required to contribute £2760 per annum for the tuition in order for their children to attend MI.

In addition to this, in the first year, a registration contribution of £100 is payable to the school which is non-refundable. If the student leaves and re-applies at a later date they are subject to another re-registration fee.

The tuition contribution is payable by Direct Debit in 12 equal instalments (please refer to the Fee section of the website). Each instalment is due on the first day of each month i.e. from September to August.

If there are fines or money that needs to be paid to the school and if parents do not make payments reminders will be sent out and payment will need to be made according to the time stipulated by the reminder. Parents who fail to make payments after reminders will not be allowed to send their children to the school until payment is made.

If a pupil decides to leave they must give the school **three** months notice if they wish to leave without observing the notice they will need to pay the full fees for the **three** months. If the pupil is leaving due to disciplinary actions this termination from attending the school will be on the decision of the Governing Body.

Madni Institute has an open door policy for admissions whereby students selected for enrolment can belong to any race, color, nationality, religion, or ancestral heritage. However, the school's trustees have unanimously agreed that pupils carrying a statement of SEN will not be enrolled into the MI. This decision is not based on prejudice, rather the school's inability to provide resources to cope with the pupils' SEN needs.

### **Parental Professional Responsibilities:**

- When parents/careres agree to admit their daughters, they agree to adhere to all school policies and accept that all the books used and subjects being taught are in line with curriculum policy.
- All running of the school from administration, teaching of secular and Islamic subjects (school curriculum) follow Orthodox Hanafi Fiqh. (Statement taken from school Curriculum Policy)
- There will be no canvassing of parents personal views about the running of the school with other parents. If parents confront other parents with concerns they are asked to direct them to the Headteacher. They must be advised to follow the complaints procedure according to the school policy and their personal views should not be shared with them.
- Parents and their daughters are not allowed to speak to other parents and pupils were the discussion conveys a message that the school is not following Islamic principles. We expect parents to speak to the school Headteacher about any of their concerns. All concerns are addressed and outcomes are based on the school policies.
- Parent's daughters will have to attend all classes and take part in all assessments and not share their views about the curriculum with teachers and other students that bring the School's Islamic principles into question. This does not stop them from asking questions that help them learn the subject from Othodox Hanfi Fiqh view in the lesson. This does not force your daughter to practice on Orthodox Hanafi Fiqh.
- You must ensure that if any staff members from Madni Institute who speak to you about their views of the school curriculum and if their views are questioning the Islamic principles of the school then you must advise them to speak to their employer (M.I) about the issues and explain to them that this action is unprofessional for them to discuss it with parents.