



Madani Girls School, Leicester

Admissions Policy Consultation for 2014/2015

It is proposed that the following oversubscription criteria is added to the Admissions Policy, and for this to take effect for September 2014 entry and onwards:

'Muslim children who meet the religious practice test and who have a parent employed at the school or the co-located boys school for two or more years at the time of the application for admission to the school is made.'

This will be inserted as criteria (c) in the oversubscription criteria.

“employed’ shall mean an individual who has entered into or works under the terms of a contract of employment, whether such contract is expressly agreed (in writing or orally) or is implied by the nature of the relationship.’

This will be inserted as clause 14 of the policy.

FOR PARENTS WHO ARE EMPLOYED WITH THE SCHOOL OR CO-LOCATED BOYS SCHOOL:

Have you been employed by the school or co-located boys school for two or more years at the time of this application? Y / N

If yes, please supply confirmation from the school or the co-located boys school's Payroll / HR Department.

This will be inserted into the supplementary information form.

There are no other changes suggested.

If you would like to comment on this consultation, please send your responses to Fatima Vindhani.

The postal address is as follows: 77 Evington Valley Road, Leicester, LE5 5LL

You can alternately contact us by via email at:
fvindhani@madanihigh.leicester.sch.uk

You may also respond to this consultation via the Leicester City Council website.

MADANI GIRLS SCHOOL, LEICESTER

DRAFT ADMISSION POLICY 2014/2015



Statement of ethos

1. Madani Girls School was founded by the Leicester Islamic Academy Trust. As an Islamic school, we aim to provide education for all pupils in an Islamic environment where Islamic doctrine and practice permeates every aspect of the school's activity.
2. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Making an application

3. The school is a voluntary aided school for girls and the governing body has responsibility for admissions to the school. We intend to admit 60 pupils to Year 7 in the school year which begins in September 2014. Places will be allocated solely on the oversubscription criteria. The admission number includes children with statements of special educational needs whose statement names the school. The school follows the system operated by the local authority for admitting pupils with statements naming the school.
4. The school takes part in the co-ordinated admission arrangements of Leicester City Council. In addition to completing the local authority's Common Application Form a Madani Girls School Supplementary Information Form should be completed by parents/ carers who wish to apply under the criteria for Muslim applicants. The Common Application Form should be returned to Leicester City Council following their standard systems and the Supplementary Information Form should be returned to the School.
5. Completion of a Supplementary Information Form is not mandatory but if one is not received the governors will be unable to apply the faith based admission criteria to the applicant. The Supplementary Information Form can be obtained from the school office or can be downloaded from the school's website or the Local Authority website. The form must be completed and signed by the parent / carer and the Imam from the child's or family's Mosque and returned to the school by no later than the last day for submitting the Common Application Form to Leicester City Council. The form is not valid unless signed by the parent / carer and the Imam.
6. Where the applicant has recently moved house, the Supplementary Information Form can be filled in by an Imam at the Mosque they previously attended.
7. The Common Application Form should be returned to Leicester City Council by the date specified by the local authority.

8. An application under the faith based admission criteria is only made if the school receives the Supplementary Information Form and the local authority receives the Common Application Form on or before the specified date. Applications received in whole or in part after this date will only be considered for admission under the faith based criteria after the initial offer date.
9. Offers will be made at the same time as other secondary school offers in Leicester. If parents or carers reject an offer of a school place, that place will be re-allocated according to the school's admissions criteria.
10. Unsuccessful applicants will if they wish, be placed on a waiting list and if a place becomes available at the school it will be offered to the child in the first position on the waiting list who best meets the published admission criterion for the school. The request to be added to the waiting list must be made in writing to the school office. The list will be maintained until 31 December following the admission of year 7.
11. Unsuccessful applicants wishing to appeal against the decision may obtain a Notice of Appeal form from the school office. Parents / carers are asked to return the appeal form to the school office within 3 weeks or 10 school days, whichever is longer, of the refusal of the place.
12. Where applicants have a statement of special educational needs their parents / carers should contact the local authority in respect of the school to be named on the statement.
13. Mid Year Admissions: Applications can be made at any time (subject to regulations in the Admissions Code about multiple applications for the same year) and applicants must apply through the Local Authority as well as complete a Supplementary Information Form. There is an appeals procedure if it has not been possible to offer a place at that time. This should be initiated in writing to the school office within 3 weeks or 10 school days, whichever is longer, of the refusal of the place.

Definitions of words

14. "employed" shall mean an individual who has entered into or works under the terms of a contract of employment, whether such contract is expressly agreed (in writing or orally) or is implied by the nature of the relationship.'
15. "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 i.e. a Council Tax bill or such proof as will be stipulated.

16. "Looked after children" has the same meaning as in s.22 of the Children's Act 1989.
17. "Meet the religious practice test" means someone who has submitted a Supplementary Information Form confirming that they practice as set out in that form (i.e. with "yes" answered to all questions) and signed by a parent / carer and Imam. Any "no" answer on the Supplementary Information Form would mean that the application will be treated as a non-faith application.
18. "Sibling" includes brothers and sisters, adopted brothers and sisters, half brothers and sisters, fostered brothers and sisters and step brothers and sisters. In all cases the siblings must be living at the same address as the sibling who attends the school and as the relevant parent / carer. Siblings does not include cousins or any other relatives.
19. "Proximity" and "distance". Priority will be given to the children who live closest to the school. Distance will be measured on a straight line basis using Leicester City Councils geographical information system measuring from the GEOCODE reference point for the child's home address to the GEOCODE reference point for the school.

Accurate Information

20. The school will take such action as it can if information provided to it or the local authority is found to be wrong 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.

Over-subscription criteria

21. If 60 or fewer applications (including those of statemented children) are received, all those applying will be offered places.
22. In the event of the number of applications exceeding the number of places, the following criteria will be applied in the order set out below.
 - a. Looked after Muslim children and previously looked after children who meet the religious practice test.
 - b. Muslim children who meet the religious practice test and who have a sibling in either the school or the co-located boys school or who is due to be attending the school or the co-located boys school at the proposed date of admission of the applicant.
 - c. Muslim children who meet the religious practice test and who have a parent employed at the school or the co-located boys school for two or more years at the time of the application for admission to the school is made.'
 - d. Muslim children who meet the religious practice test.

- e. Any other looked after children or previously looked after children.
- f. Children of other faiths whose application is supported by a minister of religion who confirms that the child regularly practises that faith. An original supporting letter from a minister of religion will be required.
- g. Any other children.

23. If the number of applicants in any category exceeds the number of places available, places will be offered according to the distance of the child's home from the main school gate and those living closer to the school will be offered places before those living further away.

24. In the event of a tie after all other criteria have been applied then the final place will be allocated randomly by way of a lottery observed by an independent person. However if the applicants in the tie are twins or other multiple births they will all be admitted.

MADANI GIRLS SCHOOL, LEICESTER

SUPPLEMENTARY INFORMATION FORM

1. Applicants wishing to be considered under the faith based over-subscription criteria should return this form to the school on or before the final date for the Common Application Form which should be returned to Leicester City Council, this being **31st October 2013**.
2. If this form is received after that date (**31st October 2013**) your application will not be considered under the faith based over-subscription criteria until all in time applications have been considered.
3. In order to be valid the form must be signed by a parent /carer and by the Imam. It is the responsibility of the parent/ carer to arrange for this to be done and for the form to be returned on time.
4. In order to meet the religious practice test all questions need to be answered "yes". However it is important to realise that there is no automatic right to a place for any applicant, even where the candidate meets all the criteria. Any "no" answer on the Supplementary Information Form would mean that the application will be treated as a non-faith application.
5. Please note that the school reserves the right to change this form and the criteria to be met from year to year, subject to appropriate consultation during the consultation period.
6. In respect of the questions on the Supplementary Information Form please circle answers as appropriate.

**PLEASE REMEMBER TO SUBMIT YOUR
APPLICATION TO THE SCHOOL BY THE CLOSING
DATE 31ST OCTOBER 2013.**

SECTION 1 – PARTICULARS OF CHILD

Surname: Date of birth:

First names:

Child's home address:

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Is the child "looked after" by a local authority? Y / N

Was the child "previously looked after" by a local authority? Y / N

If the child has siblings currently attending the school or the co-located boys school who are due to still be attending the school or the co-located boys school at the date of proposed admission please give their details:

Name: Date of birth: Year:.....

Name: Date of birth: Year:.....

Name: Date of birth: Year:.....

SECTION 2 – PARTICULARS OF PARENTS

Name of parent / carer:

Address:

Contact number:

Email:

I confirm that I am bringing the applicant up in the Muslim faith

Yes

No

* Applicants need not give the name of both parents

SECTION 3 – RELIGIOUS PRACTICE

This section is to be completed by the Imam* in the presence of the parent / carer and the child.

Name of Imam:

Name of Mosque:

Name of child referred to below:

Date:

* Only official Imams employed or appointed by the Mosque as an Imam are authorised to sign this form. Signatures of Madrasah teachers and unofficial Imams will not be accepted.

Question 1

I confirm that the child adheres to all of the following principles of Islam:

- Belief in the oneness of God (Tawhid)
- Belief in the finality of the Prophet Muhammad, peace be upon him (P.B.U.H.)
- Respect of all the companions of the Prophet Muhammad (P.B.U.H.)
- Accepting the Shahadah (proclamation of faith)

Yes

No

Question 2

I confirm that to my knowledge (or that the parent has directly confirmed to me) that, whenever possible, the child prays 5 times a day

Yes

No

Question 3

I confirm that to my knowledge (or that the parent has directly confirmed to me) that the child fasts during the month of Ramadan

Yes

No

Question 4

In my opinion the child follows the Islamic code of dressing by dressing appropriately and modestly

Yes

No

Exceptional circumstances

The school fully accepts that there are people whose circumstances make it not possible to meet some of the above criteria. For example, the school accepts that for medical reasons some people cannot fast during Ramadan. Can the Imam please indicate (if appropriate) which criteria the applicant cannot meet for any exceptional reason and whether and why the Imam considers them suitable for admission as to the school as a practising Muslim (further pages can be added if needed).

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<p>FOR PARENTS WHO ARE EMPLOYED WITH THE SCHOOL OR CO-LOCATED BOYS SCHOOL:</p> <p>Have you been employed by the school or co-located boys school for two or more years at the time of this application? Y / N</p> <p><i>If yes, please supply confirmation from the school or the co-located boys school's Payroll / HR Department.</i></p>

Declaration:

I confirm that the information given in this form is true and accurate:

Name of Imam:

Signature of Imam:

Date:

I confirm that the information given in this form is true and accurate:

Name of parent / carer:

Signature of parent / carer:

Date: