



## ADMISSION POLICY

<b>Date of Last Review</b>	October 2020
<b>Date of Next Review</b>	October 2022
<b>Review period</b>	2 Years

***Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Admission Policy

Tayyibah Girls School is open to all girls regardless of their ethnicity, race, culture or Islamic School of Thought.

### **Application Procedure**

Parents who wish to send their daughters to Tayyibah Girls School must fill the Application form and handover to the office with the following documents:

- A copy of birth certificate of the child
- Previous reports and assessments from schools or nurseries last attended
- Proof of address in the form of, a recent(not more than 3 month old) utility bill or bank statement

At the time of application the child should not be less than three years old.

Places will be offered in the priority order listed below.

Tayyibah aims to provide an education for pupils of all abilities and use our best endeavours to remove barriers to learning by providing high quality teaching differentiated for individual pupils. Parents are encouraged to discuss their child's needs with the school so that their needs can be met positively.

Should a pupil be diagnosed as SEN once admitted, the school will support parents to have the child assessed by the appropriate authorities and follow the SEN code of conduct which includes preparation of individual educational plans (IEP). The IEPs will be shared with parents and reviewed termly. The school will also support parents in liaising with outside agencies such as speech therapists where applicable.

### **Admission criteria**

Children who apply from Year 4 upwards will be made to sit a baseline test prior to admission

1. Children living within the designated catchment area (**N16 & E5**) of the school who at the time of application has a sister on the school roll and who will still be on roll at the time of the sibling's admission
2. Children living within designated catchment area of the school (**N16 & E5, map below**).



3. Children living outside the designated catchment area of the school who have a sister on roll at the time of admission and will still be on roll at the time of the sibling's admission.
4. Children living outside the designated catchment area of the school whose parents have moved out of the catchment area after the school was established.
5. Children living outside the catchment area.

***NB.: Children will be selected on a first come first basis within each criterion.***

### **Year 1**

The above criteria will be followed.

### **Year 2 – Year 7**

The school operates a waiting list system for admissions in Year 2 – Year 7.

Place will be allocated based on the following:

- Students from the Year 2-4 waiting list will be called for an interview. Students from Year 5-7 will be called in for an interview & baseline test.
- Previous reports from school last attended
- The existing criteria (points 1 – 5) will be maintained.

## **Y8 – Y9**

**Applications will be considered subject to the applicant providing previous school reports from the last school. The applicant will be called in for an interview and baseline test. Admission will be at the discretion of the SLT, HT/EH.**

## **Yr 10 - Y11**

There will be no new admission for this class

## **Y12 - Y13 (Sixth Form) Admission**

- students should pass in at least 5 subjects at GCSE with grades 4 - 9
- students should obtain at least a Grade 6 in the subject to be studied at A-level

## **Admission Times**

Admission in all classes, will be taken once a place becomes available.

## **All Applicants**

Before the place has been offered, parents and child will be called in for an interview with the Head Teacher who will explain the school policies, rules and regulations. Parents will also have to sign the home-school agreement. Upon acceptance, the child will be given a start date.

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 child, permanent enrolment will be granted at the Management's discretion. A child 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 child 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 child off roll or refuse admission in the following academic year.