



JAMEAH GIRLS ACADEMY

INDEPENDENT SCHOOL ADMISSIONS POLICY

2022/2023

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Policy Review Date	August 2023	Head Teacher: K. Gulamnabi	<i>K. Gulamnabi</i>	28/09/22
Ratified by Governing Body:		Signature: <i>S. Mulla</i>	Date: 28/09/22	

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Statement of intent

A pupil's education is one of the most important parts of their life, and at Jameah Girls' Academy we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the school's procedures for admissions. The process is fair and in-keeping with the school's obligations under the Equality Act 2010 and the Education Act 1996. The school ensures to provide all admitted pupils with a safe environment to learn and develop.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:
 - Education Act 1996
 - The Education (Independent School Standards) Regulations 2014
 - The Education (Pupil Registration) (England) Regulations 2006
 - Equality Act 2010
 - Robert Long (2019) 'Independent Schools (England) (Briefing Paper)'
 - DfE (2019) 'The Independent Schools Standards'
- 1.2. This policy operates in conjunction with the following school policies:
 - Attendance and Absence Policy
 - Equal Opportunities Policy
 - Data Protection Policy
 - Complaints policy

2. Roles and responsibilities

- 2.1. The school is the admissions authority and is responsible for establishing fair admissions arrangements for potential pupils which are in line with the Equality Act 2010.
- 2.2. The governing board and Headteacher will collaborate with the proprietor of the school to agree on set admissions arrangements for the school.
- 2.3. The headteacher is responsible for establishing the admissions arrangements for the school within this policy.
- 2.4. The headteacher will ensure this policy is approved by the governing board and proprietor before being circulated to key stakeholders.
- 2.5. The school will ensure all provisions are fair and do not discriminate against any protected characteristic.
- 2.6. The governing board will follow a timeline like the complaints procedure timeline to deal with appeals in the event of a parent appealing the decision to not offer their child a place at the school.
- 2.7. The school will ensure any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

3. Admissions procedure

- 3.1. All applications to the school will be made in writing via the School Admissions Form online.
- 3.2. The School Admissions Form will be completed by parents and submitted to the school during school term time.
- 3.3. Incomplete or missing forms will not be considered, and the application will be unsuccessful.
- 3.4. Any questions regarding the form or the admissions process in general will be answered by the admissions officer.
- 3.5. Once the form is submitted, and a place becomes available pupils will be invited to sit an entrance exam. The exam will assess pupils' abilities and provide the school with a good understanding of what support is required for each pupil.
- 3.6. A payment of £30 will be charged to cover the cost of the test and any administration.
- 3.7. The school will consider what support the pupil will need before accepting any application and enter into dialogue with relevant persons, parents and bodies to ensure the pupil's academic and educational needs are met.
- 3.8. All entrance examinations will be completed no later than the August before the new admissions year. This is for all admissions for the new academic year.
- 3.9. The pass level for the exam is set at 100 percentiles in the GLS CATs – any pupils scoring below 100 percent will be subject to consideration.
- 3.10. Pupils who pass the exam will be invited for an interview with the headteacher and a member of SLT.
- 3.11. All pupils who pass the interview stage successfully will be offered a place by the Academy. This offer is contingent on parents being able to pay a non-refundable £100 Admission fee and £100 resource fee.
- 3.12. Any missing payments may subject a parent's child to lose their place at the school.
- 3.13. The termly fees for the school are as follows:

Phase	Deposit	Annual fee
Primary	£200	£2,100.00
Secondary	£200	£2,300.00

- 3.14. Monthly instalments of the fees are to be paid on the 5th of every month via a standing order mandate.
- 3.15. The school reserves the right to withdraw an application at any stage if the application is fraudulent or misleading.
- 3.16. The school will ensure pupils with SEND are supported where possible and the school will not use a pupil's SEND as a reason to not admit the child.
- 3.17. The school puts in place reasonable adjustments where necessary to accommodate pupils' additional needs, e.g. for pupils with SEND.
- 3.18. **Disclosing Information:** During the admissions process, and definitely prior to the start date at the school, it is the responsibility of the main carer to provide details of:

1. full name, address and contact details of both biological parents of the applicant/child.
2. the carers/legal guardians/adults with parental responsibility who the child lives with or visits at any point in their day to day lives.
3. documentation for any court orders in which the child is named and/or where restriction of contact is mentioned.
4. Any Safeguarding Disclosures/concerns/issues regarding the applicant must be reported to our DSL either in person at school reception, speaking to the DSL on 0116 2627745, or via emailing: safeguarding@jgacademy.co.uk.

Failure to report or disclose this information can lead to the child's place at the school being compromised, the place offer may be retracted or the child may be withdrawn from the school register.

3.19 **Reporting Changes:** During the child's time at Jameah Girls Academy, any permanent or temporary changes in the situations mentioned in 3.18, or in any family circumstances or living arrangements must be communicated to the school with immediate effect in the best interests of the wellbeing and safeguarding of the child.

3.20 **Providing documentation and information:** We expect our parents/carers to only share with us authentic documents when requested: ie: passport copies, birth certificates and residency documents. Submitting false documents or providing false or misleading information, or withholding information is a serious breach of our regulations and can put the school into disrepute in legal terms. Such actions can lead to the child being withdrawn from the school register.

These expectations have been reinforced via: our application form, at interview stage, at place offer stage and in our relevant policies: the Safeguarding Policy which is accessible on the school website, the Independent Schools Admissions Policy, and the Separated Parents Policy which are available to view on request.

4. Oversubscription criteria

- 4.1. In the event that the school becomes oversubscribed, the school will accept pupils based on the criteria below:

- Primary pupils are given priority
 - Pupils with siblings already in the school
- 4.2. Any pupil who is unsuccessful will be given the opportunity to be kept on the schools waiting list.
 - 4.3. Any parent who wishes to appeal a decision may do so in line with the school's complaints policy

5. The admissions register

- 5.1. The school will keep an up-to-date admission register of pupils in attendance at the school.
- 5.2. The admissions register will be stored in line with the school's attendance policy.

6. Monitoring and review

- 6.1. This policy will be updated **annually** by the **headteacher**.
- 6.2. All changes to the policy will be communicated with all relevant stakeholders.
- 6.3. The next review date for this policy is **August 2023**.