

MADANI GIRLS SCHOOL

ADMISSIONS ARRANGEMENTS 2018/19

Introduction

1 Madani Girls School is a single-sex voluntary aided Islamic faith school. It aims to provide education for all its pupils in an Islamic environment where Islamic values and practice permeate every aspect of the school's activity. We ask all parents applying for a place for their child, whether they are from the Islamic faith, another faith or none, to respect this ethos and its importance to the school community.

2 The admissions authority for Madani Girls School is its governing body. In determining and administering these arrangements, the governing body follows the requirements of the School Admissions Code and School Admission Appeals Code. Unless specifically stated in these arrangements, the school follows the coordinated admission arrangements set out for Leicester City local authority's area.

Admission number

3 Madani Girls School will have the following agreed admission number for the year 2018/19 and subsequent years:

- 60 pupils in Year 7.

Catchment area

4 Madani Girls School does not have a designated catchment area.

Application process

5 Each application for a place at the school must be made in accordance with the co-ordinated admission arrangements in the local authority area in which the child lives. Applications must be made on the Common Application Form (CAF) provided and administered by the relevant local authority. They must be submitted to that local authority by 31 October 2017. Late applications will be considered after on-time applications and will be considered under the same admissions criteria, if places are still available.

6 Parents or carers who wish to apply under the criteria for Muslim applicants (*the religious practice test - see paragraph 21*) **must**, in addition to completing the Common Application Form, complete the Madani Girls School Supplementary Information Form (SIF). This 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, 31 October 2017.

Oversubscription criteria

7 In each year group, the governing body will consider all applications for places. Where 60 or fewer applications are received, places will be offered to all those who have applied.

8 In each year group, where the number of applications is greater than 60, the following criteria will be applied in the order set out below in paragraphs 9 and 10.

9 Madani Girls School will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the school.

10 After the admission of pupils with EHC plans or statements, the criteria below will be applied in the order in which they are set out below:

- a) looked after Muslim children and previously looked after Muslim children who meet the religious practice test
- b) Muslim children who meet the religious practice test and who have or will have a sibling in either the school or the co-located boys school at the time of admission
- 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 application
- 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 letter from a minister of religion which confirms that the child regularly practises that faith
- g) any other children.

11 If, in the application of criteria b) to d) and f) to g), the number of applicants in any category exceeds the number of places available, places will be offered to those living closest to the school

12 If, in any of the criteria b) to d) and f) to g), two or more applicants live the same distance from the school, then the final place will be allocated randomly by way of a lottery observed by an independent person.

Arrangements for admitting pupils to other year groups and to any year group other than at the start of the school year

13 The school will consider individually all applications to year groups in which the school provides education and, if the year group applied for has a place available, will admit the child.

Arrangements for admitting pupils outside their normal age group

14 The school will consider applications individually for admission to a year group outside the child's age group and, in doing so, will consider a range of evidence set out in the School Admissions Code. Any parent considering this should contact the school to discuss the arrangements before applying.

Operation of waiting lists

15 The school will operate a waiting list for each year group until the end of the school year. The list will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list for the relevant year, following an unsuccessful application.

16 Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

Right of appeal

17 The parents of all unsuccessful applicants will have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the school.

18 The right of appeal extends only to the refusal of a place for a child. It does not apply if the child is offered a place but the place is not in the preferred year group. In these circumstances the parent is able to make a complaint to the governing body.

Fair access protocol

19 Madani Girls School will participate fully with the Leicester City local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

Definitions

Looked after children

20 *Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989) at the time of making an application to a school. This definition includes previously looked after children, who ceased to be so because they were adopted or subject to a child arrangements order, or special guardianship order. Evidence that a child has been in care, for example a letter from a local authority confirming the child was in care, will be required. The length of time in care has no bearing on the decision.*

Meet the religious practice test – faith applications

21 *A child meets the religious practice test if the relevant Supplementary Information Form has been submitted, all the answers to the questions in Section 2 and Section 3 are “yes”, and the form is signed by a parent/carer and an Imam. This confirms that the applicant is a practising Muslim. Any “no” answer to the questions in Section 2 or Section 3 of the Supplementary Information Form mean that the application will be treated as a non-faith application.*

Siblings

22 *A sibling is defined as:*

- *a natural brother or sister resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters; but not including cousins, nieces or nephews)*
- *any child in the household where the parent of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.*

23 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the applications will be considered together as one application.) The school may then exceed its published admission number.*

Home address

24 *The home address is the residential address where the child lives for the majority of the school week with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This could include a person who is not a parent but who has parental responsibility for her. This does not include the homes of grandparents, aunts or uncles unless the parent or person with parental responsibility also lives there permanently.*

25 *In the case of families of service personnel with a confirmed posting in the area (or Crown Servants returning from overseas to live in the area) the school will accept an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants).*

Distance

26 *Distance will be measured in a straight line (as the crow flies) using Leicester City Council's geographical information system from the GEOCODE reference point for the child's home address to the GEOCODE reference point for the school.*

Employment

27 *An individual person is employed by the school if the individual has entered into or works under the terms of a contract of employment with the governing body, whether such contract is expressly agreed (in writing or orally) or is implied by the nature of the relationship.*