ZAWIYAH

Procedure for Management of Applications

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Procedure for Management of Applications

1.0 PURPOSE

The purpose of this procedure is to detail how to process an application for entry into Zawiyah.

2.0 SCOPE

Staff and the Management Committee.

3.0 PROCEDURE

3.1 Submissions

Applications can be submitted in 3 ways:

1. An interactive application form is available on the website (www.zawiyah.co.uk) and is maintained by the designated administrator. This can be completed and submitted online which will automatically populate an excel registration spreadsheet.
2. An application form can be printed from the website and emailed to info@zawiyah.co.uk. The designated Admissions Officer will populate all of the information onto the registration spreadsheet.
3. An application can also be made on the day of registration in person. An application form will need to be completed and the registration spreadsheet updated accordingly.

An automatic email will be sent out once an application is submitted online (not via email) to confirm receipt. If an application is received via email, an email should be sent to the applicant to acknowledge receipt.

3.2 Acceptance Pre Academic Year

For applications which are in accordance with the admissions policy (ZPO001), the Admissions Officer will call the applicant within 3 working days to confirm acceptance subject to attendance on the registration day and fees being paid. Particular care should be taken to ensure that any class group is not oversubscribed. These applications do not need to be further vetted.

The Admissions Officer will inform the applicant of the following and also confirm via email:

1. Registration day and time
2. Administration Fee & Term Fees
3. Full address of Zawiyah
4. That matters concerning uniform, books and other practicalities will be managed on the registration day itself.
5. Parent & School agreement form to be signed on registration day
6. A space has now been reserved subject to attendance on the registration day and payment of fees. It is essential that the parent understands this.

The approved standard template should be used for this email confirmation. The Admissions Officer should have the FAQ document to hand to answer any questions the applicant may have.

3.3 Acceptance Mid Year

For applications which are in accordance with the admissions policy, the Admissions Officer will call the applicant within 3 working days to confirm acceptance subject to attendance on the following teaching day and the administration and term fees (pro rata) being paid.
The same information as per 3.2 will be provided

3.4 Non-Acceptance

Where sufficient information is provided to deem that the application is outside of the admissions policy, the application will be passed to the Head Teacher to make a final decision. The Head Teacher will then inform the Admissions Officer if further consideration is necessary.

Where the application is to be refused the Admissions Officer will the draft a letter to be approved by the Management Committee. This will be sent to the applicant explaining the reason for refusal.

3.5 Disclosures

Where sufficient Information Is provided and the Admissions Officer deems that there is a need for further discussion given any disclosures, the application will be passed to the Head Teacher. The Head Teacher will make the final decision and inform the Admissions Officer whether to accept or refuse the application.

3.6 Updates

The Admissions Officer will keep the Management Committee and Head Teacher updated with application numbers in the lead up to the academic year.

4.0 CLASS GROUP ALLOCATION

One week prior to the start of the academic year, the Admissions Officer will provide the Head Teacher and Management committee with an up to date list of applications to date. The Head Teacher will then provide a provisional allocation of class groups prior to registration day.

5.0 REGISTRATIONS

5.1 Attendance

Prospective students should attend the registration day with their parents or carers to enrol in the School. Applications will not be accepted pre academic year without attendance unless there is a valid reason as judged by the Admissions Officer.

5.2 Agreements & Paperwork

Parents or carers will be provided with further information on the School, which class group their child will be entered into and answers to any other questions they have. Parents/carers should also be taken through the Parent & School Agreement Form with a signature being obtained to confirm acceptance. Any missing Information from the submitted application must now be completed.
Other materials being provided to pupils and parents/carers will be:

1. Academic Calendar
2. Copy of the Parent & School Agreement Form
3. Safeguarding Policy Statement
4. Student Code of Behaviour
5. E-safety Policy
6. Curriculum books

5.3 Applications on Registration Day

For any new applications being made on the day, the Admissions Officer should be informed immediately to ensure there is sufficient capacity. The standard procedure will apply but may need to be expedited on the day with regards to acceptance, rejection or any disclosures.

6.0 PAYMENTS

6.1 Fees Due on registration day

Full fees for the term plus the administration fee must be taken on the registration day either via a card payment or cash. A bank transfer can be made but a card payment or cash is preferable. The fees are determined by the Management Committee and currently stand at the equivalent of £10 per day and a £20 administration fee for each academic year. Fees will not be charged for additional children where families have two (paid for) children attending Zawiyah.

6.2 Bank Transfers

If a bank transfer has been made/is to be made, the pupil's name should be put as the reference. A receipt will only be provided once funds are received.

6.3 Card payments

Card payments can be taken via the card reader. The transaction ID should be noted on the receipt with a copy being provided to the applicant. The receipt should state the amount, the breakdown and for which term it is applicable.

6.4 Cash payments

Cash payments can be taken. A receipt should be provided to the applicant stating the amount, breakdown and for which term the payment is for.

Either the Admissions Officer or Treasurer should then deposit the money into Zawiyah's bank account with a stamped paying in slip obtained in the paying in book.

6.5 Payments for Spring/Summer term and Mid Term Registrations

A payments desk will be available on the first and last day of each term to enable parents/carers to pay for the upcoming term.

6.6 Registration and Payment List

The Admissions Officer will maintain as part of the registrations list, a payment received list. Any overdue fees will be chased by the Admissions Officer.

Any fees overdue for more than one month will be referred to the Management Committee to decide upon a course of action.

7.0 FINAL REGISTRATION LIST

Once the final registration list has been finalised by the Admissions Officer, no later than 5 days prior to the first teaching day, the list will be passed onto the Head Teacher and Management Committee.

The Head Teacher will need to reassess the class groups to an appropriate split given final numbers and provide this back to the Admissions Officer. The Head Teacher shall share a redacted registration list with the class teachers to facilitate attendance and understand ability.

8.0 RETENTION AND EXISTING STUDENTS

As per 6.5, a registration desk will be made available on the last day of the summer term to provide parents/carers with the opportunity to pre-register their children for the next academic year. A new registrations list will be produced by the Admissions Officer to facilitate this and payments can be taken in advance.

Returning students will not need to provide a new application form. Rather, an intent to return is sufficient via email. The remainder of the application process remains the same.

9.0 RECONCILIATION

The Admissions Officer should provide the Treasurer with details of all payments as per the registrations list so that they can reconcile this against the bank statements.

10.0 HARDSHIP

Any applicant who informs the School of any hardship shall have a review of their fees by the Management Committee. They will take into account the applicant's full situation before applying any discount or waiving fees. This is at the full discretion of the Management Committee.