



ZAWIYAH

Admissions Policy

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Zawiyah

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Admissions Policy

1.0 PURPOSE

The purpose of this policy is to detail the admissions policy for Zawiyah.

2.0 SCOPE

Parents, Staff and the Management Committee.

3.0 BACKGROUND

Zawiyah's vision is to provide Harrow with a vibrant Saturday school to allow children and young adults develop their knowledge and love of Islam.

The aims of Zawiyah are to:

- Provide students with a broad traditional Islamic education including Quranic teaching of the highest quality
- Equip students with learning skills to support their mainstream education. These include confidence building, learning discipline, note taking and presentations.
- Equip students with life skills to support them with modern life. These include mental health awareness, physical health education, social media use and awareness of the need to positively contribute to society.
- Welcome new students of all ages recognising that they may have not previously received any form of Islamic education
- Deliver teaching in accordance with an authentic and structured syllabus; teachers are experienced, knowledgeable and DBS checked
- Provide regular feedback to allow students to measure their progress and achieve their potential
- Create a fun and supportive environment where students are motivated to increase their understanding of Islam
- Instil the principles of *Adaab* (Manners) and *Akhlaaq* (Etiquette) within all students
- Ensure that classes are affordable and accessible for the whole community
- Provide students with mentors and role models to assist them with their broader education and career goals
- Create a sense of community and shared values amongst students and the families of students
- Instil and uphold British values.

4.0 CRITERIA FOR ADMISSION

4.1 Age at Date of Admission

The school admits children with a minimum age of 5 and maximum age of 16, as of the 1st September of that academic year. The Head Teacher has a degree of flexibility in applying this age rule if the child is considered suitably mature or has another need that the school may suitably address.

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4.2 Ability & Suitability

The prospective student will be eligible for admission if they are judged to have sufficient aptitude, commitment and willingness to cope with the general pace of learning within the school. Additionally, the school will need to be deemed able to meet the needs of the prospective student.

4.3 Religion/Belief

Prospective students of any religious background or belief are eligible for admission. In the event of over subscription priority will be given to those who are Muslim.

4.4 APPLICATIONS & ADMISSIONS

4.4.1 How to apply

An application form is available on the website, www.zawiyah.co.uk. This should be completed and submitted online. Alternatively the application form can be downloaded from the website, completed and emailed to info@zawiyah.co.uk.

Parents should ensure that they complete all of the necessary information on the application form before the form is submitted. Failure to do this may result in delays to the application. An automated email will be sent to acknowledge receipt of the application.

A confirmation email will be sent to the parents to confirm acceptance or to advise if any further information is required. This may be supported by a telephone call to the parent.

Acceptance is subject to the details of the email being adhered to including:

- attendance on the registration day (or otherwise for in year admissions)
- completion of the parent and school agreement form
- payment of fees before the start of term

4.4.2 Applications Deadline

For admission prior to the start of the academic year, parents should have filled out an application form no later than the registration day as indicated on the academic calendar for that particular year.

Late applications will be accepted but will not be considered until all applications received on or before the applications deadline have been processed.

4.4.3 In year Admissions

Applications for in year admissions will be considered and must be made in the same manner as outlined above. If there are no places available, the child's name will be added to the waiting list as detailed below.

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4.4.4 Oversubscription & Waiting List

In the event that more applications are received than available places, the children will be placed on a waiting list for the beginning of the next term. At the end of the academic year, the children's names will be removed unless parents notify the school that they would like their child's name to be kept on the waiting list for any longer.

Where a place becomes vacant in any class group, the place will be offered to the child in accordance with the date that the child's name was added to the waiting list.

4.4.5 Siblings

Siblings are defined as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where a sibling relationship is present, the school will endeavour to admit the new sibling as long as there is grounds within the admissions policy of ability and a relevant class group. Where families have two children attending Zawiyah, fees will not be charged for any additional children that attend.

4.4.6 Appeals

Where a child is not accepted into the school and offered a place, the child's parents will be informed as to the reason why the admission was refused. They have the right to appeal to the Management Committee within one month of being notified of the refusal. Parents lodging an appeal must set out the grounds of the appeal in writing to the committee. Upon appeal, the parents will be provided with a named contact who can answer any queries.

5.0 ADMISSION NUMBERS

Zawiyah has an admission target of 20 children per class which will be flexed as required. If a class group is undersubscribed, all applicants for that class group will be admitted subject to the full Admissions Policy.

6.0 CLASS GROUPS

6.1 Admittance to Class Groups

Children will be placed in a class that is commensurate with their previous education and existing knowledge. Age will also be taken into account but will not be the decisive factor. There is no formal appraisal of existing knowledge and the school will be reliant on the information provided by the parents.

The Head Teacher will have the final decision on which class group children are placed into. A student may be moved mid-term into another class group, whether this be at a higher or lower level, if it is deemed to be beneficial to the child given their ability or maturity.

6.2 Phasing

The school opened in September 2018 and is therefore phasing in additional class groups on an annual basis until all class groups are present to cover the full breadth of the stated curriculum.

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If there are sufficient applications, an additional class group may be created subject to demand and consideration of other factors.

7.0 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN) OR MEDICAL NEEDS

Parents with children with a special educational need or medical need are welcomed to submit an application and provide as much detail as possible of the needs. The Head Teacher will then review the suitability to meet these needs and discuss with the parents accordingly. Zawayah is committed to providing an Islamic education to all and where possible, the school will provide additional resources to meet this need.

8.0 FALSE INFORMATION

Places can be withdrawn after an offer has been made if the Head Teacher or Management Committee determines that the offer was made on the basis of false or misleading information.