Al-Furqaan Prep School

Admissions Policy

Approved By:	Governors
Reviewed By:	SLT
Last Reviewed:	September 2025
Next Annual Review:	September 2026

Admissions Policy

Purpose:
To ensure that every child has fair access to places at the school.

Responsibility:
The Governing Body/SLT/Admission Officer shall be responsible for allocating places on a predetermined basis.

Procedures:

Publicity
The Governing Body/Head teacher shall:

- Place notices as appropriate in the community.

Admission arrangements
Priority shall be as follows:

- Sibling attending
- Sibling attending school & the child attends Al-Furqaan nursery
- Sibling attending school & Date of application
- Child attending nursery & Date of application
- Date application received. (First come first serve basis)
- Parents wishing to enrol their child after withdrawing from the list or after refusing a place or withdraws a child/sibling partway through the academic year shall be put at the back of the list and will need to fill in a new Application Form.

Admission procedure

- Application Forms (AFPS 8) are available from the school office.
- Completed Application Form must be returned to school with an original birth certificate, before the deadline.
- It is a requirement of the school that parents agree to all the rules and regulations.
- Once received, the form will be dated and processed.
- Any relevant information will be provided for the parent by admin.
- Places in Reception will be allocated by April/May.
- Once places are allocated, parents of ALL children on the waiting list will be notified as to place offered/not offered.
- Places in classes Y1- Y6 will only be offered once the child has undergone a Pre-Admission Test and a discussion between SLT and the class teacher.
- Children not receiving a place will have the option to be put on the waiting list.

Time and Age of Entry

Children will be admitted to the school at any age or at any time of the year, subject to availability of a place and the child meeting the required attainment levels and admission criteria at the time. Places will be offered subject to:

- Successfully passing Pre-Admission test.
- School report being obtained from previous setting.
- Parent Interview with members of the Governing Body and/or Head teacher/SLT.

Children leaving school

The law requires all schools to have an Admissions Register and, with the exception of schools where all pupils are boarders, an Attendance Register. All pupils must be placed on both registers.

Al-Furqaan Prep School will inform the local authority of any pupil who is going to be deleted from the Admissions Register. It will be done as soon as the grounds for deletion are met and in any event prior to the name of the pupil being deleted, so that the local authority can identify children of compulsory school age who are missing education and follow up on any child who may be at risk of abuse or neglect.

Please note the requirement for punctual and regular attendance - in the event of irregular attendance, set procedures will be followed.
The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Contact:
Education Safeguarding Service
01484 221919
education.safeguardingservice@kirklees.gov.uk

Documentation

- Application Form AFPS 8 (Deadline for Reception applications is in January)