



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

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# Admissions Policy



## Document Control

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<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	September 2021
<b>Date of next review</b>	July 2022
<b>Review period</b>	Yearly
<b>Policy Status</b>	Statutory
<b>Owner</b>	MMPS





## ADMISSIONS POLICY

This policy and associated procedure is set, monitored and reviewed regularly to ensure its effectiveness in line with our overall aims and is made available to all interested parties and prospective parents/carers through our website.

MMPS is a co-educational independent faith school for children from the age of 3 to 11 years. We offer full- and part-time places in our Nursery department and there is a one form entry from Reception to Year 6.

The Executive – and Head Teacher and all the team offer a warm welcome to prospective parents/carers to visit the school at any time.

### Entry Procedure

Entry may be considered at any age (3 years – 10 years) and applications should be made to the admissions officers in the first instance. An appointment can be made for the parents of prospective pupils to visit the school, talk with the Head Teacher, discuss their child's educational needs and objectives and ask any questions they may have and register their child for entry.

Entry into all classes from Reception to Year 6 is usually at the beginning of the academic year. Arrangements can however be made for children to be admitted at different times in consultation with the Head Teacher.

We treat all applicants for places in a fair way, regardless of any special educational need or disability. However, whilst we do not discriminate we do consider, prior to offering a place, whether with reasonable adjustments we are able to adequately provide for and fully meet a child's particular needs. At no time will children be discriminated against for any other reasons, including discrimination based on age, gender, race, religion or belief, sex or sexual orientation providing we can meet the child's needs.

We ask parents/carers to speak directly with the Head Teacher and inform us of any special needs or circumstances which may affect the child's ability to access the curriculum and our Special Educational Needs Policy includes further details to support this process.

Where we find and subsequently decide we are unable, within our established provision, to adequately provide for a child's needs, we do reserve the right to not offer a place in the child's best interests.

### Assessment

MMPS is an academically selective school. Selection is based upon academic merit which is assessed through an entrance examination, most recent school report, references from the candidate's previous / current school and observations during the assessment day. The aim of the process is to identify potential. We are looking for pupils with a genuine interest in education who are able to benefit from our balanced and well-rounded education and make a positive contribution towards the life of the school.





## Admission into Nursery

Early registration for an entry at age three is essential as there is a heavy demand for places at this stage. A regularly revised and updated waiting list is maintained to facilitate entry for suitable pupils for whom a place is not immediately available.

A child can start at our nursery the term after they turn three years old i.e. if the child is born in December the following term will be in January.

An application form must be filled and either emailed or handed to the admissions department. Once the application form is received, an acknowledgment of receipt will be sent to parents and the child will be added to the waiting list. Parents of the children on the waiting list will be contacted during the term prior to their child's third birthday when they will be invited to attend an informal, one-to-one assessment visit. This visit is to enable the early year's co-ordinator to gauge the level of skill development and readiness of the child.

Parents/carers must inform the school of any known or suspected specific learning-, behavioural- or physical difficulties that have been identified previously, together with any assessment reports.

Following a successful assessment visit the school will issue an offer letter together with an admissions / acceptance pack. This has details of everything from uniforms to daily routines, as well as forms for completion. Parents wishing to accept a place are required to **complete all the enclosed paperwork and provide a deposit of £500** by the deadline stipulated in the offer letter.

Places are allocated throughout the year subject to availability.

We offer full-time places in the first instance and part-time places are only offered based on availability. It is recommended that children attend Nursery full-time the academic year prior to joining Reception to ensure a smooth transition.

- Full time Nursery place: 8:50am-3:15pm
- Morning (AM session): 8:50am-12pm
- Afternoon (PM session): 12:15pm-3:15pm

## Toilet Training

Our provision and staffing ratios are designed for age 3+. This means that there are no nappy changing facilities at our nursery. Therefore we ask that all children are toilet trained before they begin with us. This means that the children need to come into nursery in pants rather than nappies/pullups, and need to be able to use the toilet independently with reminders from staff.

## Early Years Grant Information

All 3- to 4-year old children are entitled to 15 hours free childcare from the government. Parents must complete the free entitlement declaration form in order for the grant to be claimed.

Children with 2 working parents may be entitled to 30 hours free childcare, parents must check their eligibility for the 30 hours entitlement on the government website where they can apply for a grant. The council will provide parents with a code that **must be renewed every 3 months**.





### **15 Funded hours**

All our nursery children are entitled to 15 hours free childcare from the government. Your 15 hours can be used for 5 mornings per week or for 5 afternoons per week.

### **30 Funded hours**

If you are eligible for 30 funded hours, then your child may attend our nursery for 5 full days (8:50am-3:15pm, term time only).

### **Extended day**

Please speak to a member of our admin team in the main office if you are interested in breakfast club.

Parents must send the code, National Insurance Number, proof of address and child's birth certificate to admissions and the bursar so that the 30 hours grant can be processed in time.

The government deadlines for the grants are as follows:-

- Before 31<sup>st</sup> August (start date September)
- Before 31<sup>st</sup> December (start date January)
- Before 31<sup>st</sup> March (start date April)

**All documents must be handed in before the deadlines as the bursar must check and confirm the validity of the information received.**

The child must be 3 years old on the following dates in order to receive the grant:-

- 1<sup>st</sup> January (to start in January term)
- 1<sup>st</sup> April (to start in April term)
- 1<sup>st</sup> September (to start in September term)

We also accept Tax-Free Childcare and Childcare Vouchers.

**Please note: Our full-time places are 31 ½ hours, therefore a top-up fee is applicable.**

## **Admission into Reception**

If parents want their child to progress from our Nursery into our Reception class, the child should attend Nursery full-time the academic year prior to joining. Admissions need to be notified by the *January before the child is due to start Reception*, in line with national applications to maintained schools. A letter will be sent to parents in December asking whether they intend to take up a place in Reception; if no confirmation is received by the stipulated deadline, the place will be offered to a child on the waiting list.

Our Reception caters for children aged 4 to 5.

Allocation of Reception places:

- Priority is given to children who have attended our Nursery full-time\* with siblings in other years attending MMPS or another MIET school  
*\*poor attendance may impact on the allocation of a Reception place*

Waiting list – in order of application date:





- Priority is given to children on the waiting list who have siblings in other years at MMPS or are attending another MIET school
- Children on the waiting list with no siblings

Admission to Reception for children new to the school follows an assessment to evaluate the child's potential for learning. This happens on a one-to-one basis with an EYFS teacher in the school setting.

## Admissions Year 1 to Year 6

All prospective parents are required to complete an application form. Forms are available from the admin office and can also be downloaded from the school website [www.mmpps.miet.uk](http://www.mmpps.miet.uk). The forms must be completed and returned to school with a non-refundable registration fee of £40.

Parents are asked to submit the previous school report before the child is invited to an entrance exam to evaluate the child's ability in the core subjects of Mathematics and English with some measures of general ability. Work is set at National Curriculum level appropriate for the age group.

The child will also be offered the opportunity to spend some time in the classroom to become familiar with the classroom setting and the school in general. A reference request will be made to the child's present school and a place may be offered based on the result of the entrance exam and reference from the child's present school.

## Offer of a place

When a formal offer of a place is made, parents are required to reply to the school by completing all the paperwork/offer-pack with the deposit. This must take place by 3:30pm on the date of the deadline stipulated. Once the deadline has passed the place will automatically be forfeited.

A place may be reserved for a maximum of one term upon receipt of the deposit. If the place is not taken up after one term, the deposit will be forfeited and the child's name removed from the waiting list.

## What happens if an offer of a place is rejected?

Parents who choose not to accept an offer of a place and opt to keep their child's name on the waiting list must do so with the understanding that the school cannot offer any guarantees of a place in the following academic year or in the future. The application will be moved to the bottom of the waiting list.

## Deposit

Currently a deposit of £500 is requested upon the offer of a place; this may change in the future. This deposit will be refunded when the child leaves school at the end of Year 6 provided that all school fees are paid up-to-date. If parents decide to withdraw their child earlier, the deposit will be refunded provided a full term's *written* notice is given and there are no fee arrears.





## Withdrawal Notice

A term's notice must be given before a pupil is withdrawn from the school or a term's fees in lieu will be due.

Parents who hand in withdrawal notice indicating that they will home-educate their child/ren, will be invited for a meeting with the head teacher to discuss their provisions plans to ensure that the elective home education (EHE) will meet the needs of their child/ren.

## Change of address

It is the responsibility of parents to ensure that the school is notified of any changes in details including address, email addresses and contact numbers. The school cannot be held responsible for letters being sent to previous addresses or parents being contacted on old numbers and an offer of a place being missed. Kindly inform the school of any such changes immediately.

If an offer of a place is sent to a previous address due to parents failing to inform the school of such changes, the offer will automatically be forfeited if the deadline passes.

