



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>	Summer Term 2024
<b>Date of next review</b>	Summer Term 2025
<b>Review period</b>	Yearly
<b>Owner</b>	MMPS



## ADMISSIONS POLICY

This policy and associated procedures are 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/carers.

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 presently a one form entry from Reception to Year 6. \*\*

*\*\*MMPS will be moving to a new, bigger site in January 2024 that will be able to accommodate more classes; the aim is to expand to a 2-form entry*

The Executive – and Head Teacher and all the team offer a warm welcome to prospective parents/carers to visit the school by arranging an appointment via the admissions department.

### Entry Procedure

Entry maybe 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/carers 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.

Registration fee from 1<sup>st</sup> September 2024 is £100; this includes administration- and entrance exam fee and is non-refundable.

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 if places are available.

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:

- entrance examination
- observations during the assessment day
- most recent school report
- references from the candidate's previous / current school

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 completed/signed and either emailed or handed to the admissions department, with proof of the child's date of birth (e.g., copy of the birth certificate or ID page of their passport) and £100 registration fees paid via bank transfer. The registration fee includes administration- and entrance exam fee and is non-refundable.

Once the application form is received, an acknowledgment of receipt will be sent to parents/carers. When the child is three years old, a one-to-one assessment visit will be arranged for the parents/carers and child to attend. This visit is to gauge the level of skill development and readiness of the child.

The result of the assessment will determine if the child remains on the waiting list. A place will be offered during the term prior to their child's third birthday, on the proviso a place is available.

At the time of the assessment 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 and availability of a place in Nursery, 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/carers 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.

Drop-off Nursery and Reception (in line with rest of school): 8:15am – 8:25am

- Full time Nursery place: 8:30am - 3:00pm
- Morning (AM session): 8:30am - 11:30 am
- Afternoon (PM session): 12.00 noon - 3:00pm

### **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 Funding Information**

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

Children with 2 working parents/carers may be entitled to 30 hours free childcare, parents/carers 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/carers with a code that **must be renewed every 3 months by the parents/carers.**

#### **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 (8:30am-3.00pm, term time only).

Parents/carers 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 funding: -

- 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)

**Please note: Our full-time places are 32 ½ hours, therefore a top-up fee is applicable.**

### **Extended day**

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

## Admission into Reception

If parents/carers 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/carers 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, once an application is received and there is a place available in the reception class. The assessment is one-to-one with an EYFS teacher in the school setting to evaluate the child's potential for learning. The result of the assessment will determine if the child remains on the waiting list.

## Admissions Year 1 to Year 6

All prospective parents/carers are required to complete an application form. Forms are available from the admin office and can also be downloaded from the school website [www.mmmps.miet.uk](http://www.mmmps.miet.uk). The forms must be completed and returned to school with a non-refundable registration fee of £100. The fee includes administration charges and an entrance exam.

Parents/carers are asked to submit the previous school report **before** the child is invited to an entrance exam.



The entrance exam is set at National Curriculum level for the appropriate age group to evaluate the child's ability in the core subjects of Mathematics and English with some measures of general ability.

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.

Pupils are invited for assessments at the end of a half term:

- Autumn Term: October, December
- Spring Term: February, April
- Summer Term: May, July

Children who pass the entrance exam will be placed on the waiting list.

Once a place becomes available, a reference request will be made to the child's present school; upon receipt of a good reference, the parents and their child will be invited to attend an interview with the head teacher.

## Offer of a place

When a formal offer of a place is made, parents/carers are required to reply to the school by completing all the paperwork/offer-pack with the deposit. This must take place by 2.00pm on the date of the deadline stipulated. Once the deadline has passed the place will automatically be forfeited.

The person(s) with parental responsibility who applied for the child's admission should have involved all others with parental responsibility in making the decision to apply. They should have provided school with details of all those with parental responsibilities for a child. Where this has not happened, the school welcomes direct contact from those with parental responsibility providing their own details. However, the school cannot be held responsible for excluding a parent or person with parental responsibility if the information has not been provided to them.

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

Parents/carers who choose not to accept an offer of a place will have their child's name removed from the waiting list. If they wish to re-apply in the future, they will need to go through the registration process again.

## 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/carers 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. The deposit will be forfeited if the child does not start school on the date stipulated in the offer letter.



## Withdrawal Notice

In order to withdraw a pupil from the school, **a term's notice must be provided**. Failure to give the required notice will result in a term's fees being charged. A term consists of **two half-terms**.

Notice of withdrawal must be submitted **in writing via email to both the Admissions Officer at [admissions@mmps.miet.uk](mailto:admissions@mmps.miet.uk) and the Bursar at [bursar@mmps.miet.uk](mailto:bursar@mmps.miet.uk)**.

Upon receipt of the notice, parents will receive an email confirmation along with a withdrawal form, which must be completed and returned to the school.

Parents or carers who indicate in their withdrawal notice that they intend to home-educate their child(ren) will be invited to a meeting with the Head Teacher. This meeting will discuss their education plans to ensure that the Elective Home Education (EHE) provisions will meet the needs of their child(ren).

## Change of address

It is the responsibility of parents/carers 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/emails being sent to previous addresses or parents/carers 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/carers failing to inform the school of such changes, the offer will automatically be forfeited if the deadline passes.

## Links with document and other policies:

- Safeguarding and Child Protection Policy
- Separated Parents/carers Policy