



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Admissions Policy



Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
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Review period	Yearly
Owner	MMPS



ADMISSIONS POLICY

This policy and its procedures are regularly reviewed to ensure effectiveness and alignment with our school's aims. It is available to all interested parties and prospective parents/carers.

School Overview

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

The Headteacher and team warmly welcome prospective parents/carers to visit the school by arranging a tour through the Admissions Department.

Entry Procedures

Age Range: Applications are accepted for children aged 3 to 10 years. Entry typically occurs at the start of the academic year, but mid-year admissions are possible if spaces are available.

Application Process:

1. Submit a completed application form with proof of the child's date of birth (e.g., birth certificate or passport).
2. Pay the non-refundable registration fee £60 (inclusive of VAT).

Special Educational Needs and Disabilities (SEND):

MMPS is committed to fairness in its admissions process. While we do not discriminate, we assess whether we can reasonably meet a child's specific needs. Parents/carers must disclose any SEND requirements during the application process. If we determine that we cannot adequately support a child, we reserve the right to decline an application.

Assessment and Selection Criteria

MMPS is an academically selective school. Admissions are based on:

- Entrance examination results
- Observations during an assessment day
- Most recent school report
- References from the child's current or previous school

We seek pupils with a genuine interest in learning who will benefit from our well-rounded education and contribute positively to school life.



Admissions by Stage

Nursery Admissions

Age of Entry: Children may start Nursery the term after their third birthday. Early registration is essential due to high demand.

Process:

1. Submit a completed application form with proof of date of birth.
2. Pay the non-refundable registration fee.
3. Attend a one-to-one assessment visit to gauge skill development and readiness.
4. Following a successful assessment, parents/carers will receive an offer letter and an admissions pack.
5. Secure the place by completing all forms and paying a £500 deposit.

Places:

- Full-time places are prioritised; part-time places are offered based on availability.
- Full-time attendance is recommended in the year before joining Reception to ensure a smooth transition.

Session Times:

- Drop-off: 8:15am – 8:25am
- Full-time: 8:30am – 3:00pm
- Morning: 8:30am – 11:30am
- Afternoon: 12:00pm – 3:00pm

Toilet Training:

Children must be toilet trained before starting Nursery, as nappy-changing facilities are not available.

Early Years Funding:

All 3- and 4-year-olds are entitled to 15 hours of free childcare. This can be used for five morning or five afternoon sessions per week.

Eligible families may access 30 funded hours for five full days of Nursery (term time only). A top-up fee applies for full-time places exceeding 30 hours.

Required documentation (e.g., National Insurance number, proof of address) must be submitted before government deadlines:

- 31 August (for September start)
- 31 December (for January start)
- 31 March (for April start)



Reception Admissions

Children aged 4 to 5 are eligible for Reception.

Parents/carers must confirm their intent to accept a Reception place by January of the year of entry.

Priority is given to:

- Full-time Nursery attendees with siblings at MMPS or other MIET schools.
- Children on the waiting list with siblings at MMPS or other MIET schools.

Assessment: Children new to the school must complete a one-to-one assessment with an EYFS teacher.

Year 1 to Year 6 Admissions

Process:

1. Submit a completed application form with proof of date of birth.
2. Pay the non-refundable registration fee.
3. Provide the most recent school report.
4. Attend an entrance exam assessing Mathematics, English, and general ability.
5. Spend time in the classroom to familiarise the child with the school setting.

Assessment Dates:

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

Offer of a Place

When a formal offer is made, parents/carers must:

1. Complete all paperwork by the stipulated deadline.
2. Pay a £500 deposit to secure the place.

Failure to meet the deadline will result in the offer being forfeited. The deposit is refunded when the child leaves MMPS at the end of Year 6, provided there are no outstanding fees and required notice has been given.

Notice of Withdrawal

A full term's notice, which consists of 2 half terms, must be submitted **in writing via email to both the Admissions Officer at admissions@mmps.miet.uk, and the Bursar at bursar@mmps.miet.uk.**

The date of **receipt of the written notice by email** will be considered the first day of the notice period.

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.



Failure to provide a written full-term notice will result in a charge of one term's fees in lieu.

Notice must be given before the first day of term to avoid liability for the subsequent term's fees.

The deadlines for giving notice are as follows:

- **Notice must be received in writing by 31 August for withdrawal at the end of the Autumn Term (December)**
- **Notice must be received in writing by 31st December for withdrawal at the end of the Spring Term (April):**
- **Notice must be received in writing by 31st March for withdrawal at the end of the Summer Term (July)**

Parents / 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).

General Information

Change of Address:

Parents/carers must notify the school of any changes to contact details. Failure to do so may result in missed communications and forfeited offers.

Links to Other Policies:

- Safeguarding and Child Protection Policy
- Separated Parents Policy