



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Admissions Policy

2025-2026



ADMISSIONS POLICY

1. General Information

MMPS is an independent, co-educational Islamic faith school for pupils aged 3 to 11. Choosing the right school is a significant decision, and we strongly encourage personal visits. Please contact our Admissions Officer on 0161 445 5452 or email admissions@mmps.miet.uk to book a tour. Prospective families are warmly welcomed throughout the year.

2. Entry Procedure

MMPS is an academically selective school. Selection is based on:

- Entry examination or play-based informal assessment (for Early Years)
- Recent school reports and references
- Interview and observations
- Alignment with the school's aims, ethos and behaviour policy

The usual point of entry is from age 3 (Nursery). Occasional places may be available in other year groups. Please contact the Admissions Officer for up-to-date availability. Registration Forms are available via our website or directly from the Admissions Officer.

3. Equal Treatment

In accordance with the Equality Act 2010, MMPS is committed to non-discrimination. We treat parents of all applicants equally regardless of race, culture, language, religion, disability, or any other protected characteristic.

4. Information Sharing

Parents must disclose:

- Any known needs or significant issues affecting the child's school life
- Accurate, complete, and timely information relevant to the child's wellbeing, attendance or engagement

Failure to provide honest and full disclosure may result in withdrawal of an offer or termination of the Parent Contract.

5. Special Educational Needs and Disabilities (SEND)

MMPS welcomes children with SEND or disabilities, where reasonable adjustments can be made and the school site can accommodate their needs. Parents must:

- Disclose any diagnosed or suspected SEND, disabilities, or allergies
- Provide all relevant reports (e.g. educational psychologist, medical, EHC Plans or assessments)
- Raise any required adjustments at the outset of the process

We assess the ability to accommodate each pupil on an individual basis and in consultation with parents. Exceptional cases where a place cannot be offered include those where:

- The school cannot reasonably provide the level of support required
- The child cannot safely or meaningfully access the education offered

Any material changes in the child's circumstances after an offer is made must be communicated to the school promptly.

6. Assessment Process

The assessment process aims to identify academic and social potential. Admission is based on:

- Results of the entrance exam
- Observations during assessment
- Recent school report and reference
- The school's capacity to meet the child's needs
- Commitment to the school ethos
- Legal right to reside and study in the UK

Pupils are generally expected to progress through the school, subject to behaviour, academic progress, and the school's continued ability to meet their needs. Parents will be informed by the end of the Spring Term if there are concerns regarding progression.



7. Admissions by Stage

Nursery

Entry Age: Term after third birthday

Process:

1. Complete Registration Form and provide proof of date of birth
2. Pay £60 (incl. VAT) non-refundable registration fee
3. Attend a play-based informal assessment
4. Receive offer upon success
5. Secure place with forms and £500 deposit (currently VAT-exempt)

Places:

- Full-time places prioritised
- Part-time places offered if available
- Full-time attendance is recommended prior to Reception

Timings:

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

Additional Notes:

- Children must be toilet-trained
- All 3- and 4-year-olds eligible for 15 hours free childcare
- Eligible families may access 30 funded hours (top-up fees apply)

Deadlines for documentation:

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

**Deposits:**

- Nursery deposit refunded at end of Nursery (if fees are up to date)
 - New £600 (incl. VAT) deposit required for Reception
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Reception

Age: 4–5 years

Confirmation Deadline: January of entry year for pupils attending our Nursery

Progression from Nursery:

- Expected, but not guaranteed
- A child's needs may emerge that MMPS cannot accommodate

Priority Admission:

- Full-time Nursery pupils with siblings at MMPS or other MIET schools
- Waiting list children with siblings at MMPS or other MIET schools

Withdrawal:

- Full term's notice (2 half terms) required if not progressing to Reception

Assessment:

- One-to-one session with EYFS teacher for new entrants
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Years 1–6

Eligibility: Pupils must be fluent English speakers

Process:

1. Complete Registration Form with proof of date of birth
2. Pay £60 (incl. VAT) registration fee
3. Submit latest school report
4. Sit entrance assessment (Mathematics, English, general ability)
5. Attend classroom trial for observation



Outcome: Communicated within 2 weeks of assessment

If a place is available:

- Reference requested from current/previous school
- Interview with parents and pupil
- Offer made upon successful reference
- Place secured with £600 deposit (incl. VAT)

If no place available:

- Candidate placed on waiting list
- Steps above repeated once place becomes available

Assessment Dates:

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

8. Siblings and Former Pupils

Preference is given (subject to availability) to:

- Siblings of current pupils
- Children of former pupils (if declared on Registration Form)

Admission is not automatic and suitability is individually assessed.

9. Bursaries

A limited number of means-tested bursaries are available each year.

Bursaries:

- Are awarded at entry points
- Require disclosure of income and assets
- Are reviewed annually

See the Bursary Policy on our website or contact the Bursar. Bursaries may be withdrawn if eligibility changes.

10. Financial Information

Applicants, including those applying for bursaries or from overseas, may be asked to:

- Provide additional financial documentation
- Undergo checks to confirm affordability of fees

11. Religious Beliefs

MMPS is an Islamic school. Pupils of other faiths are welcomed, provided they respect and support the school's ethos. Acceptance of a place implies agreement to participate in all curriculum areas, including collective worship.

12. Parent Contract

Our Parent Contract outlines the terms under which we educate pupils. This is shared during the admissions process.

13. Withdrawal Policy

To withdraw a pupil, parents must give a full term's notice in writing or pay one term's fees in lieu. All parents are bound by the Parent Contract once a place is accepted and the £600 deposit is paid.

14. Complaints

Our Complaints Procedure is available on our website and on request. It is not available to prospective parents until a place is offered and accepted.

15. Data Protection and Records

- Applicant data is stored in line with data protection legislation
- Unsuccessful applicant data is generally retained for 6 months
- Extended retention may apply for re-application or unresolved matters
- See the School Privacy Notice for further details