



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Admissions Policy

Last reviewed on: August 2026

Next review due by: August 2027

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 a visit to school. 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 a selective school. For pupils applying to Years 1–6, academic assessment forms part of the selection process. For Early Years, assessment is informal, age-appropriate and play-based.

Selection is based on:

- Entry assessment appropriate to the pupil's age and stage
- Recent school reports and references, where applicable
- Interview and observations
- The willingness of the pupil and their parents to support the school's aims and ethos and comply with the school's behaviour expectations

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

MMPS is committed to equality of opportunity and complies with the Equality Act 2010. The School will not unlawfully discriminate against any applicant on the basis of a protected characteristic and will make reasonable adjustments for disabled applicants where required.

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

Parents must inform the School promptly of any material change to information provided during the admissions process.

Where relevant information has been deliberately withheld or materially misrepresented, the School may withdraw an offer of a place or, where the pupil has already joined the School, take action in accordance with the Parent Contract and applicable law.

5. Special Educational Needs and Disabilities (SEND)

MMPS welcomes applications from pupils with special educational needs and/or disabilities (SEND). Each application will be considered individually, taking account of the pupil's needs and the School's ability to meet those needs. The School will comply with its duties under the Equality Act 2010, including its duty to make reasonable adjustments for disabled applicants where required.

Parents must:

- Disclose any diagnosed or suspected SEND, disability, medical condition or allergy
- Provide all relevant reports and information, including educational psychologist reports, medical reports, EHC Plans and other assessments
- Inform the School at the earliest opportunity of any support or reasonable adjustments that may be required

The School will consider each pupil's needs individually and in consultation with parents. Where appropriate, relevant professional advice and assessments will also be considered.

Following consideration of the pupil's needs and any reasonable adjustments that may be required, a place may not be offered where the School reasonably concludes that it is unable to provide safely and appropriately for the pupil's needs or to provide the nature or level of support required.

Any material change in the child's circumstances after an offer has been made must be communicated to the School promptly.

6. Assessment Process

The assessment process aims to identify each pupil's academic, developmental and social potential, taking account of their age and stage of development. Admission is based on:

- Results of the entrance assessment, where applicable
- Observations during assessment
- Recent school reports and references, where applicable
- The School's ability to meet the child's needs, having considered any reasonable adjustments that may be required
- The willingness of the pupil and their parents to support the School's aims and ethos

- Compliance with any applicable immigration requirements

Once admitted, pupils are normally expected to progress through the School until the end of Year 6, subject to the terms of the Parent Contract and the School's policies. Where there are serious concerns about a pupil's continued progress or the School's ability to meet their needs, these will be discussed with parents at the earliest opportunity.

7. Admissions by Stage

Nursery

Entry Age: From the term following the child's third birthday

Process

1. Complete Registration Form and provide proof of date of birth
2. Pay £60 (incl. VAT) non-refundable registration fee where the Nursery place includes additional privately paid hours. The registration fee is not payable where the child accesses only their government-funded entitlement and no additional privately paid hours are purchased.
3. Attend an age-appropriate, play-based informal assessment
4. Receive an offer of a place following successful assessment
5. Secure the place by returning the required forms and paying the £500 Nursery deposit (currently VAT-exempt)

Places

- Full-time places are prioritised
- A limited number of part-time places may be offered, subject to availability
- Full-time attendance is recommended prior to entry into 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 are normally expected to be toilet-trained where developmentally appropriate. This will not be an absolute condition of admission where a child has a medical, developmental or SEND-related need, and reasonable adjustments will be made where required.
- All 3- and 4-year-olds are entitled to 15 funded hours of early education and childcare per week, from the term following their third birthday.
- Eligible working families may access up to 30 funded hours per week.
- Where a child attends MMPS for hours beyond their funded entitlement, additional private hours are charged in accordance with the School's Schedule of Fees.
- No registration fee is charged where a child accesses only their government-funded entitlement. Where parents purchase additional privately paid hours, the School's normal registration fee applies.

Deadlines for documentation

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

Deposits

- A £500 deposit is required for Nursery.
- For pupils progressing from MMPS Nursery to Reception, the existing £500 deposit is carried forward and parents are required to pay an additional £100, increasing the deposit to £600 (inclusive of VAT).
- Where a pupil leaves the School, the deposit will be refunded in accordance with the terms of the Parent Contract, subject to all outstanding fees and charges having been paid and the required notice having been given.

Reception

Age: 4–5 years

Confirmation Deadline

Parents of pupils attending MMPS Nursery will be asked by January of the year of entry to confirm whether their child will be continuing into Reception.

Progression from Nursery

- Pupils are normally expected to progress from MMPS Nursery into Reception.
- Where concerns arise about the School's ability to continue to meet a child's needs, these will be considered in accordance with the Parent Contract, the School's SEND arrangements and its duty to make reasonable adjustments

Priority Admission

Where Reception places are available for new applicants, priority is given, subject to the School's admissions criteria, to:

- Children already on the School's waiting list who have a sibling at MMPS or another MIET school.
- Other children who have a sibling at MMPS or another MIET school.
- Children of former pupils of any MIET school (alumni), where this has been declared on the Registration Form.
- All other applicants, in order of the date on which the School receives both the completed Registration Form and the applicable registration fee.

Withdrawal

- Where parents do not intend their child to progress from Nursery into Reception, a full term's written notice must be given in accordance with the Parent Contract.

Assessment

New entrants will attend an age-appropriate one-to-one assessment session with an EYFS teacher.

Years 1–6

Eligibility: Pupils should have sufficient proficiency in English to access the curriculum appropriate to their age and stage.

Process

1. Complete Registration Form and provide proof of date of birth.
2. Pay the £60 (incl. VAT) non-refundable registration fee.
3. Submit the pupil's latest school report.
4. Sit an entrance assessment in Mathematics, English and general ability.



5. Attend a classroom trial session for observation.

Outcome

The outcome will normally be communicated within two weeks of the assessment.

If a place is available

- A reference will be requested from the pupil's current or previous school.
- Parents and the pupil will be invited to an interview.
- An offer will be made subject to a satisfactory reference and completion of the admissions process.
- The place is secured by returning the completed Acceptance Form and paying the £600 deposit (inclusive of VAT).

If no place is available

- The applicant will be placed on the waiting list.
- If a place subsequently becomes available, parents will be contacted and relevant parts of the admissions process may be repeated or updated where necessary.

Usual Assessment Dates

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

8. Siblings and Alumni

Subject to availability and the School's admissions criteria, priority may be given to:

- Children who have a sibling at MMPS or another MIET school
- Children of former pupils of any MIET school (alumni), where this has been declared on the Registration Form

Admission is not automatic and all applicants must meet the School's admissions criteria.

9. Bursaries

A limited number of means-tested bursaries may be available subject to availability of funds.

Bursaries:

- Require full disclosure of relevant income, assets and financial circumstances
- Are subject to an independent financial assessment, for which parents are required to pay the applicable assessment fee
- Are awarded at the School's discretion
- Are reviewed annually
- May be varied or withdrawn where eligibility or circumstances change, in accordance with the terms of the bursary award

Further information is available from the School's bursar.

10. Financial Information

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

- Provide additional financial documentation
- Provide information or evidence reasonably required by the School regarding their ability to meet the School fees and other financial obligations

11. Religious Beliefs

MMPS is an Islamic faith school. Pupils of all faiths and backgrounds are welcomed, provided that pupils and their parents respect and support the School's Islamic ethos.

Acceptance of a place at MMPS includes agreement that pupils will participate fully in the School's faith-based curriculum, religious observance and collective worship.

12. Parent Contract

The Parent Contract sets out the terms and conditions under which the School provides education and related services. A copy is provided as part of the admissions process. Acceptance of a place is subject to the terms of the Parent Contract.

13. Withdrawal Policy

To withdraw a pupil from the School, parents must give a full term's written notice in accordance with the Parent Contract or pay fees in lieu of notice.

Once a place has been accepted by returning the completed Acceptance Form and paying the applicable deposit, parents are bound by the terms of the Parent Contract.

14. Complaints

Our Complaints Procedure is available on the School's website and on request. The procedure applies to complaints from parents of current pupils and does not apply to complaints concerning the non-admission of prospective pupils.

15. Data Protection and Records

- Applicant information is processed in accordance with applicable data protection legislation
- Admissions records are retained only for as long as necessary and in accordance with the School's data retention arrangements
- Further information about how personal data is collected, used, stored and retained is set out in the School's Privacy Notice