



Tauheedul Boys

This policy is in line with the Mission Statement of the school

To promote a culture of educational excellence, from within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community

Admissions Policy 2014-15

Date Reviewed: December 2012

Persons Responsible: Governing Body

School Admission Arrangements for 2014 – 2015

Tauheedul Islam Boys' High School (TIBHS) is an 11-18 free school. The school was founded by the Tauheedul Free Schools' Trust (TFST).

It is conducted as a Muslim Faith School. The school's Admission Policy provides for entry for all boys from across the local community, with priority given to 50% of families who are part of the communities served by Masjid-e-Tauheedul Islam, Masjid al Hidayah, Masjid-e-Irfan and Masjid-e-Anisul Islam, as set out in the oversubscription criteria below.

The admission number for the Year 7 intake in 2014 will be 100. The school will accordingly admit at least 100 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 100 or fewer apply.

The admissions process is part of the Local Authority co-ordinated scheme, and these arrangements are subject to consultation between the Governing Body, Primary and Secondary schools in this area, the Local Authority, Tauheedul Islam Faith, Education and Community Trust (TIFECT) and the local School Admission Forum.

Where the school is oversubscribed, after the admission of boys with a statement for special needs and/or an individual pupil resourcing agreement (IPRA) and where the school is named in the Statement, priority for admission will be given to those boys who meet the criteria set out below, in order: -

Oversubscription Criteria

1. Looked after boys (in public care) of the Muslim faith or a Muslim boy who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (see note 1)
2. Boys whose parents are members of, or women who receive the membership benefits of, Masjid-e-Tauheedul Islam. (see note 2)
3. Boys whose parents are members of, or women who receive the membership benefits of, Masjid al Hidayah, Masjid-e-Irfan and Masjid-e-Anisul Islam. (see note 2)
4. Boys with a brother who is a pupil already attending, or was a former pupil of, Tauheedul Islam Boys' High School. (see note 3)
5. Other looked after boys (in public care), or a boy who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (see note 1)
6. Boys for whom the Governing Body accepts that the boys have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance at TIBHS. Professional supporting evidence should be from e.g. a consultant, doctor, psychologist, social worker or others as requested by the school. It is essential if admission is to be made under this criterion that this evidence should set out the reasons why TIBHS is the most suitable school for this child and the difficulties that would be caused if the child had to attend another school. (see note 4)

7. Boys of staff employed at TIBHS in both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Boys who live nearest to TIBHS: the distance will be measured in a straight line from the home to the main school entrance, using the LA's computerised mapping system.

Notes:

1. *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*
2. *To be eligible for admission under criteria 2 and 3, parents/carers must have been members/eligible for membership benefits from at least January 2012. This will include sons of women who receive the membership benefits of the mosques named in criteria 2 and 3, (amended on 12/08/14 to ensure that the explanatory notes are consistent with the wording given in criteria 2 and 3). This will be strictly applied. Only in exceptional circumstances, such as moving into the current address recently, will the Governing Body consider waiving this requirement. Evidence/written confirmation of membership/eligibility for membership benefits will be requested from the relevant mosque. The maximum number of boys who can be admitted under criteria 2 and 3 is 50 - i.e. 50% of the total intake.

*If there are fewer than 50 applicants to whom criteria 2 and 3 apply, the remainder of these places will be offered to applicants in accordance with the remaining oversubscription criteria as listed above. If there are more than 50 applicants to whom criteria 2 and 3 apply, those who cannot be offered places under those categories (because of the 50% maximum rule for those categories) will then be considered under whichever of the remaining criteria is applicable to them.**
3. *Brother refers to full brother, half-brother, adopted brother, step brother, foster brother or the son of the parent/carer's partner; and in every case, the child should be living in the same family unit at the same address.

To be eligible for consideration as a sibling of a former pupil, the following conditions will apply:
 - a) *Attendance at TIBHS since being established in September 2012.**
4. *If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under the criterion medical, social, welfare reasons you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.*

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion –

1. only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.

2. all schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

Tie-breaker

If any categories are oversubscribed, then the distance category set out in 8 above will be used as a tie-breaker. If the distance between two boys' homes and the school is the same then random allocation by the Local Authority will be used as a tie-break.

Priority for Twins/Multiple births

Within each of the categories above, if an application has been made for twins/triplets/other multiple birth groups, but application of the published admission number would result in an offer being made to some but not all of the children in the group, then that group of children will be moved up the priority order within that category, by the number of places necessary to ensure that, so far as possible, all the children in the group can be offered a place. Thus, for example, in the case of twins, they would both move up above the child who was previously immediately above them in that category and in the case of triplets all three would be moved up the list and placed above the two children who were previously immediately above them in that category. If, despite having this priority, the situation arises of admission being sought for twins/triplets etc and the school being unable to accept them all without breaching the admission number, then random allocation by the Local Authority will be used to decide which of the children can be offered a place.

Timetable for Year 7 Admissions for the 2014-2015 Academic Year

- (a) All parents must complete the application form of their home Local Authority (LA) to apply for admission. For parents living in the area of Blackburn with Darwen Borough Council, the Blackburn with Darwen application form must be completed and returned to the Primary School at which your child is attending, by 31 October 2013. This form is included in the LA's Secondary Admissions Booklet and is also available on-line.
- (b) All applications will be processed in accordance with the Blackburn with Darwen Secondary co-ordinated Admissions scheme, as set out in the Admission Booklet. The LA will make offers in writing to parents by 1 March, 2014.

Late Applications for Admission to Year 7

Where there is a good reason for an application being received after the closing date for applications and where it is received before the Governing Body has established their list of pupils to be admitted, the Governing Body, following consultation with the LA, may consider the application at the same time as all the others that were received on time.

Otherwise, applications which are received after the closing date will be considered after all the others that were received on time and placed on the waiting list in order, according to the Oversubscription Criteria.

Waiting List

Boys who are not admitted will have their names placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the Admissions Criteria. It is possible for a boy who moves into the area later, to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the boy whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate for the autumn term only. After that, parents may request, in writing, that their son's name is placed on an "interested" list, which will be held in the order resulting from the application of the Admissions Criteria. If a place becomes available then it will be offered to the boy at the top of the list.

Non-Routine Admissions

It sometimes happens that a boy requires admission other than at the "normal" time; such admissions are known as in-year admissions. Parents of children residing in the borough who wish their son to attend this school should contact the LA and ask for an in-year admission form. The completed form must be returned to the LA. If there is a place in the year group a place will be offered, otherwise parents will be offered a right of appeal to the Independent Appeal Panel.

Parents of children who are already in another high school in this LA area are advised to read the LA's 'Information for Parents to Consider Before Changing Schools'.

Parents of children not resident in the borough, but wishing their son to attend TIBHS, should contact their home LA for an in-year admission form.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the address that is current at the time of application and the normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. Child Benefit book, identity cards of various sorts showing the child's address as

the one claimed. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties, e.g. the child's G.P.

Appeals

Where the Governing Body is unable to offer a place because the year group is full, parents have the right to appeal to an Independent Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. For applications made in the normal admissions round, appeals must be heard within 40 days of the deadline for lodging appeals. Parents will have the opportunity to submit their case to the Panel in writing and also to attend in order to present their case. They will normally receive notice of the place and time of the hearing.

Re-appeals

You are normally only allowed to appeal once for Tauheedul during any school year. The School's policy is to allow parents a re-appeal for Tauheedul within the same school year only if there are significant and material changes in the circumstances of the parent, child or the school where a place is requested. Please note that distress caused to a pupil because of not gaining a place at Tauheedul will not normally be considered sufficient grounds for granting a re-appeal.

Fraudulent Applications

Parents must put the correct details on the application form and give the address where the child normally lives – not a child minder's or a relative's address. The Governing Body will consider an alternative address if parents provide a letter from a solicitor confirming exchange of contracts for buying a house, or a long term tenancy agreement.

When the school receives more applications than there are places available, the Governing Body will check the information provided on the application form. Parents may be required to provide copies of their child's benefit book/letter and council tax bill or utility bill, to make sure the information given on the application form is correct. The Governing Body reserves the right to visit properties to check who actually lives there.

Withdrawing an offer or a place

The Governing Body reserves the right not to offer a place if false information is provided. It also reserves the right to withdraw an offer if it is made in error, a parent has not responded within a reasonable amount of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused. If the child is allowed to continue at the school, even though the information was false, their sisters (siblings) will not be given priority for places at the school.