



**ISLAMIA PRIMARY SCHOOL**

ESTABLISHED 1983

## **Procedure For In-year Admissions**

- > Once a vacancy arises, the school will contact the Local Authority (Brent Admissions)
- > The school will confirm with Brent Admissions the order of the waiting list so that they may make an offer of a place at Islamia Primary School
- > Unsuccessful applications will remain on the waiting list for the remainder of the academic year
- > The applicant's position on the waiting list can go up or down throughout this period
- > If no vacancies arise in the appropriate year group at the end of the academic year (31st August), the application will become void and a new in-year application will need to be submitted by the end of the Summer term in the previous year or in the current academic year

### **In-year admissions - Appeals procedure**

Appeals resulting from in-year admission applications will be heard within 30 school days of the appeal being lodged. An application is "in-year" if it is for a year group other than the year of entry or it is for the year of entry but has been submitted on or after the first day of term.

Information relating to admissions can be found on the school website: [www.islamia.brent.sch.uk](http://www.islamia.brent.sch.uk)

### **Islamic Primary School**

129 Salusbury Road, London NW6 6PE

Telephone: 020 7372 2532

Email: [admin@islamia.brent.sch.uk](mailto:admin@islamia.brent.sch.uk)