



ISLAMIA PRIMARY SCHOOL
ESTABLISHED 1983

Admission Policy: 2025/2026

Islamia Primary School is a voluntary aided school for boys and girls between the ages of 4 and 11. The Board of Governors of Islamia Primary School has responsibility for admissions to the school. The Published Admission Number of Islamia Primary School is 60 for the Reception and KS1 Year groups (Year 1 and 2) and the Board of Governors will admit 60 pupils to the Reception Year group in the school year, which begins in **September 2025**.

In the case of the number of applications exceeding the number of places, places will be allocated solely on the over-subscription criteria set out below. The Published Admission Number includes children with Education, Health Care Plans (EHCPs) where the school has been named.

Statement of Ethos

Islamia Primary School believes that pupils should derive spiritual as well as academic benefit from being at school. As an Islamic School, we aim to provide education for all pupils in an Islamic environment, where the Islamic faith and practice permeates every aspect of school life.

More particularly, Islamia Primary School's mission statement is "to strive to provide the best education in a secure Islamic environment through the application of the Qur'an and the Sunnah".

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Muslim faith to apply for and be considered for a place here.

Please read the Important Notes at the end of this document prior to completing the application form.

Over-subscription Criteria

1. If Islamia Primary School receives fewer applications than the Published Admission Number, then all those applying will be offered places.
2. If Islamia Primary School receives more applications than the Published Admission Number, after children with an Education, Health Care Plan in which Islamia Primary School is named have been admitted, admissions will be dealt with by applying the following criteria in the order set out below:
 - a. Looked after Muslim children, previously looked after Muslim children and children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted Muslim children who meet the religious practice test.
 - b. Children of Muslim staff where the member of staff has been employed at Islamia Primary School (IPS) for two or more years at the time at which the application for admission to Islamia Primary School (IPS) is made or the member of staff is recruited to fill a vacant post for which there is a staff shortage.
 - c. Muslim children of at least one parent who has reverted to Islam (not born in the Islamic faith). Up to a maximum of 25% (15 children) of the published admissions number.
 - d. Muslim children of parents who are former pupils of the school (alumni) since it became a Voluntary Aided school (post May 1998). Up to a maximum of 5% (3 children) of the published admissions number.
 - e. Muslim children who have a sibling at Islamia Primary School (IPS) or a sibling who is due to be attending this school at the proposed date of admission of the applicant.

- f. Other Muslim children who meet the religious practice test who do not have a sibling at Islamia Primary School (IPS) or a sibling who is due to be attending this school at the Proposed date of admission of the applicant.
- g. Any other looked after children, previously looked after children or internationally adopted, state supported, previously looked after children.
- h. Any other children based upon distance from the school.

In-year Admissions

Application for Reception received after the start of the academic year of normal entry or for a place in- years other than Reception should be made through the applicant's local authority. Application is by completion of a Common Application Form (CAF). In addition, the School's In-Year Supplementary Information Form (SIF) should be completed and submitted directly to the school.

Once a vacancy arises, the school will contact the local authority. A meeting of the Admissions committee will be convened to rank SIFs. The School will confirm with Brent Local Authority the order of the waiting list so that they may make an offer of a place at Islamia Primary School within 15 days of the vacancy arising. 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, the application will become void and a new in-year application will need to be submitted for the following academic year.

Request for admission outside of the normal age group

Parents have the right to request that their child is admitted outside of the normal age. In the event that Parents wish to make such a request please contact the Head teacher with a written request including the following information:

1. The normal age group that the child would be admitted to (e.g. Year 1) and the year group which the Parents are requesting the child be admitted to;
2. The reason(s) for the request;
3. The Parents views on why the admission outside of the normal year group should be made;
4. Information and evidence about the child's academic, social and emotional development as supported by professionals;
5. Confirmation as to whether the child has been educated outside of the normal age group previously; and
6. If relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

The Head teacher will be given the opportunity to consider and make representations on the application and will submit these representations, along with the Parent's application, to the Admissions Committee to make a determination. If the request for admission outside of the normal age group is not made within the normal admissions round and is refused by the Admission Committee and the child is not offered a place at Islamia Primary School within the normal age group as an alternative, then Parents will have the right to appeal the decision to an independent appeal panel. If the request for admissions outside of the normal age group is not made within the normal admissions round and is accepted by the Admission Committee, the child will be admitted into the chosen year group at Islamia Primary School.

If the application is made during the normal admissions round, and the Admission Committee members agree that an admission outside of the normal age group is acceptable, then the application will be processed in accordance with that admissions scheme as co-ordinated by Brent Council, and will still be subject to Islamia Primary School's oversubscription criteria (if applicable). A grant of the application does not receive any priority under Islamia Primary School's oversubscription criteria. If the application is rejected by Admission Committee during the normal admissions round then the application for a place at Islamia Primary School will still be subject to Islamia Primary School's oversubscription criteria but for admission into the normal age group.

Please note that where an applicant is offered a place at Islamia Primary School, that child will normally take a full-time place at Islamia Primary School in the September following their fourth birthday. However, in accordance with the law, a child is not required to start Islamia Primary School until the term following their fifth birthday. Parents can therefore defer their child's entry to Islamia Primary School until later in the academic year, where the child has been offered a place at Islamia Primary School to start before they are of compulsory school age. Where entry is deferred, Islamia Primary School will hold a place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the final school term in the academic year for which the original application was accepted by Islamia Primary School. If they wish to, parents can also request for their child to attend Islamia Primary School part-time until later in the school year but not beyond the point where their child reaches compulsory school age.

Fair Access Protocol

Islamia Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body may be directed to admit a child under the Fair Access Protocol that has been agreed for that school year.

Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, Islamia Primary School, as the admission authority will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The admission authority will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address in the UK.

Important Notes

1. A "looked after child" is a child who is (a) in the care of the local authority or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989). A "previously looked after child" is a child who was looked after but, immediately after being looked after, became subject to an adoption, residence / child arrangement order or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002, a 'residence order / child arrangement 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 and a 'special guardianship order' is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be the child's special guardian (or special guardians).
2. An applicant who "meets the religious practice test" means an applicant who has submitted a Supplementary Information Form confirming that he/she practices as set out in that form (i.e. with "yes" answered to all questions) which is signed by a parent / carer and the Imam.

* Only official Imams employed or appointed by the Mosque or religious centre as an Imam are authorised to sign.
3. There is no catchment area.
4. Proof of reversion to Islam will be based upon a certificate. Only certificates with an official stamp (from mosques / religious centres from the UK) will be considered. "Former pupils" include those pupils who were on roll at the VA school only.
5. Former pupils includes those pupils who were on role at the VA school only Proof for parents having been a former pupil of Islamia Primary School may include a combination of the following but not restricted to:
 - UPN number
 - School reports
 - School letters

- Application form
- School certificates / exam results
- School photographs

6. “Sibling” includes brothers and sisters, adopted brothers and sisters, half brothers and sisters, step brothers and sisters, fostered brothers and sisters living permanently at the same address as the applicant from Islamia Primary School only. It does not include cousins or any other relatives.
7. “Staff” means a person employed and on the payroll at Islamia Primary School for a minimum of 2 years and does not apply to contractors / consultants / agency staff.
8. If the number of applicants within any of the above over-subscription categories exceeds the number of places available at Islamia Primary School, places will be offered in any over-subscription category according to the distance of a child’s home from Islamia Primary School which will be measured on a straight line basis from an address point in the property to the main entrance of Islamia Primary School (Grid reference: E: 5243370 N: 1838280) and those living closest to Islamia Primary School will be offered places before those living further away.
9. The distance of a child’s home from Islamia Primary School will be measured on a straight line basis from an address point in the property to the main entrance of Islamia Primary School (Grid reference: E: 5243370 N: 1838280). The measuring system is an integral part of the admission database produced by Servelec Synergy Ltd. The system uses Ordnance Survey maps and address points from the LLPG (Local Land and Property Gazetteer) and is accurate to 1 metre.
10. “Home” means the place where the child lives with his / her parents or carers. If a child lives at more than one address because the parents have shared responsibility, the child’s home will be determined using a joint declaration form from the parents stating the pattern of residence. For the purposes of this policy, the child’s home will be the address where the child spends most nights during the school week. If the child’s residence is split equally between both parents, the parents will be asked by Islamia Primary school to determine which is the child’s home, for the purpose of admission to Islamia Primary School. The child’s home does not include the homes of grand-parents or aunts / uncles unless the families live together in a stable long-term arrangement. Proof of residence is required before the offer of a place is confirmed i.e. a Council Tax bill or such proof as will be stipulated.
11. In the event of a tie, after all other over-subscription criteria have been applied; the final place will be allocated using random allocation. Where random allocation is used to determine admission in these circumstances, the use of random allocation will be supervised by a person appointed by Islamia Primary School but who is independent of Islamia Primary school and of its Foundation.
12. Where a single place remains available at Islamia Primary school and the application being considered is for multiple birth children, Islamia Primary school will allocate above its published admission number to admit each child.
13. All parents / carers applying for a place at Islamia Primary School for their child must complete and submit the Common Application Form of the local authority in whose area the child resides and to whom council tax is paid by the date specified by the local authority. The closing date for the Common Application Form for applications to the reception class **September 2025 is 15th January 2025.**
14. If parents / carers wish to apply under the admission criteria for Muslim applicants for a faith place at Islamia Primary School, the school’s Supplementary Information Form must be completed in addition to the local authority’s Common Application Form. The Supplementary Information Form can be obtained from Islamia Primary School’s office or can be downloaded from Islamia Primary School’s website.

It must be completed and signed by the child’s parent / carer and the Imam of the family’s Mosque and returned to Islamia Primary School no later than the **15th January 2025**. Unsigned forms will not be considered by Islamia Primary School. If the Supplementary Information Form is received after **15th January 2025**,

the child's application will not be considered under the faith- based admission criteria until all "in-time" applications have been considered.

15. Although completion of the Supplementary Information Form is not mandatory, parents / carers should be aware that if one is not completed and received by Islamia Primary school, the Board of Governors will be unable to apply the faith-based admission criteria to the applicant and the applicant will be regarded as a non-faith applicant.
16. Only SIF forms stamped with an official stamp (from mosques / religious centres from the UK) will be considered.
17. Islamia Primary School will take such action as is available to it if the information provided to it or your local authority is found to be fraudulent or misleading. This may include withdrawing the child's place at Islamia Primary School. Parents / carers should therefore provide full and accurate information and notify Islamia Primary School of any change of address or circumstances.
18. Unsuccessful applicants will be placed on a waiting list until **31st December 2025** and if a place becomes available at Islamia Primary School it will be offered to the child in the first position on the waiting list which will be maintained in accordance with the oversubscription admission criteria of Islamia Primary School. Where a child is offered a place from Islamia Primary School's waiting list and there is a need to invoke random allocation to do so in a tie-break situation contemplated by this note, a fresh round of random allocation will be undertaken on each such occasion.
19. Unsuccessful applicants wishing to appeal against any decision may do so by writing to Islamia Primary School within 20 school days of receiving notice of the refusal of the child's place at Islamia Primary School.

I confirm that I have read and understood the Admission Policy.

Parent/carer's signature

Date