



## **Admissions policy**

### **Introduction**

The Madrasah Al Furqan admission policy establishes a framework and outlines the criteria and process for admitting all Muslim children. We are dedicated to promoting equal opportunities in Islamic education and fostering an inclusive, welcoming, and supportive environment for all students. No applicant will face discrimination based on race, nationality, colour, background, culture, or ethnic origin.

It is pertinent to cite the last sermon of the blessed Prophet Muhammad (SAW): 'All mankind is from Adam and Eve, an Arab has no superiority over a non-Arab, nor a non-Arab has any superiority over an Arab; also a white has no superiority over a black, nor a black has any superiority over a white except by piety and good action'. (Ahmad)

### **Policy aim and objectives**

The purpose of this admissions policy is to:

- Ensure fair and equal access to the Madrasah for all children.
- Provide a clear and transparent process for parents and guardians.
- Establish a framework for determining which applicants will be admitted based on established criteria.

As an Islamic Madrasah following the Hanafi school of thought, we welcome children from all backgrounds.

Each application will be assessed individually, with fairness, confidentiality, and sensitivity.

At Madrasah Al Furqan, Islamic teachings are central to all activities. It is vital that families enrolling their children fully support and endorse the Islamic ethos of the education provided.

### **Admission criteria**

The following criteria will be considered when assessing applications for admission to the Madrasah:

- Behaviour and attitude: Verified through reports from the applicant's current or previous Madrasah and school.
- Interview: A meeting with the parent(s) and child(ren) to assess suitability.

- Ability: The child's capability to meet the Madrasah's academic and spiritual expectations.
- Siblings: Preference will be given to applicants with siblings already enrolled in the Madrasah. "Sibling"

includes biological, half, adopted, or step brothers/sisters living in the same family unit at the same

address.

### **Non-routine admissions**

Occasionally, a child may require admission outside the standard admission period. These are referred to as non-routine admissions. Parents seeking to enrol their child in the Madrasah should first arrange a meeting with the Headteachers. During this meeting, they will be provided with a link to the registration page. If a place is available in the relevant year group, an offer may be made. If no places are available, parents will have the option to place their child on the waiting list.

### **Application process**

To apply for admission, parents must complete an Application for Registration form, which is available from the Madrasah website. The application process includes the following steps:

**Application Submission:** Applications should be submitted as early as possible to avoid disappointment.

**Interview:** The child and their parent(s) will attend an interview with the Headteachers, which may also include a Trustee Board member.

**Further Documentation:** A report from the child's current Madrasah or school will be requested, and in some cases, the child may be required to sit an entrance exam.

**Offer of Admission:** If the application is successful, the Madrasah will send an offer of a Place message to the parent(s) and a £25.00 non-refundable registration fee will be payable.

All admissions will be reviewed after three months and will be on a trial until then.

### **Waiting list**

In the event of over-subscription, your child may be placed on a waiting list. The names on this waiting list will be processed in the date order of application and by applying the admissions criteria.

### **Late applications**

If an application is submitted after the closing date due to an exceptional and verified reason and is received before the management team finalises the list of children to be admitted, it may be considered alongside the on-time applications. Otherwise, late applications will be reviewed only after all on-time applications have been processed and will be placed on the waiting list in date order, following the admissions criteria.

### **Withdrawal of offer**

If false information is provided on the application form, the Madrasah reserves the right to refuse admission.

If the information is found to be false after a place has been offered, the admission may be withdrawn by the management.

### **Refusal of a place**

Some applicants may not meet the admissions criteria and, as a result, may not be offered a place. The submission of an application does not guarantee an offer of admission.

*Children who have previously left the Madrasah will not be re-admitted unless a valid reason is provided, such as illness or relocation abroad.*

The Madrasah and Board of Trustees reserve the right to refuse or withdraw a place without the obligation to provide a reason.

### **Appeals**

If you disagree with the Madrasah's decision to refuse admission for your child and believe you have valid grounds for an appeal, please submit a letter to the Board of Trustees outlining your reasons within 10 Madrasah days of being notified of the decision. The Board of Trustees will reassess your application. You will receive the outcome in writing within 10 Madrasah days from the date your appeal is received.

Possible outcomes of the appeal include:

- The original decision being upheld
- The original decision being overturned
- A deferral of the decision to a later date, with reasons or conditions provided in the letter

Please note, the decision made by the Board of Trustees is final.

Next Review Date: 31 August 2026

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