

# Tauheedul Education Trust

The arrangements are in line with the Vision Statement of the Trust

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

## **PROPOSED ADMISSION ARRANGEMENTS FOR 2019/20**



Tauheedul  
Education Trust



Tauheedul Boys

## **Tauheedul Islam Boys' High School**

### **Proposed Admission Arrangements for Tauheedul Islam Boys' High School for 2019/20**

Tauheedul Islam Boys' High School (TIBHS) is part of the Tauheedul Education Trust. The Tauheedul Education Trust has devolved operational responsibility for managing admissions to the Local Governing Body of TIBHS.

As an 11-18 progressive, inclusive and outstanding Muslim faith school, the Governing Body welcomes applications from families of other faiths and non-faiths.

### **Year 7 Admissions for TIBHS**

The admissions process is part of the Blackburn with Darwen Borough Council's (BwDBC's) determined scheme for co-ordinated admissions to secondary schools.

All applicants are required to complete their home Local Authority's common application form by 31<sup>st</sup> October 2018.

To enable the Governing Body to consider the admission of all Muslim boys, in the first instance, under Priority Group A of the school's admission policy, parents of Muslim boys must complete and return the supplementary information form to the school by 31<sup>st</sup> October 2018.

Parents will be advised of the outcome of their application on 1<sup>st</sup> March 2019.

The published admission number for the Year 7 intake in 2019 will increase from 120 to 124.

All applicants will be admitted if 124 or fewer apply.

If the school is oversubscribed, boys will be admitted in accordance with the oversubscription criteria below, once all boys with a statement of special education needs or an education, health and care plan, naming the school are admitted.

## Oversubscription Criteria

### Priority Group A

\*A maximum of 50% of the remaining places will be allocated to boys who are members of the Muslim faith in the following order:

1. Looked after Muslim boys or a Muslim boy who was previously looked after, but immediately after being looked after was adopted or became subject to child arrangements or special guardianship order (see note 1).
2. Boys whose parent is a member of, or a woman who receives the membership benefits of, Masjid-e-Tauheedul Islam (see note 2).
3. Boys whose parent is a member of, or a woman who receives the membership benefits of, Masjid al Hidayah, Masjid-e-Irfan and Masjid-e-Anisul Islam (see note 2).
4. Sons of Muslim staff employed at TIBHS for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 3).
5. Muslim boys with a sibling who is a pupil already attending TIBHS at the time of both application and admission or was a former pupil of TIBHS (see note 4).
6. Muslim boys for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at TIBHS.

Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at TIBHS (see note 5).

7. Muslim boys attending The Olive School, Blackburn at the time of application.
8. All other Muslim boys who live nearest from home to TIBHS.

### Supplementary Information Form

To enable the Governing Body to consider the admission of all Muslim boys, in the first instance, under Priority Group A of the school's admission policy, parents of Muslim boys must complete the supplementary information form.

The supplementary information form is included in the Blackburn with Darwen Council's admissions booklet. The form can be downloaded from the school's website [www.tibhs.com](http://www.tibhs.com). You can request it by email: [info@tibhs.tetrust.org](mailto:info@tibhs.tetrust.org) or by contacting the Admissions Officer, Tauheedul Islam Boys' High School, Shadsworth Road, Blackburn, Lancashire BB1 2HT. (Telephone 01254 918670).

The completed supplementary information form must be returned to the school by **31<sup>st</sup> October 2018**.

Applicants **MUST ALSO** complete and return the home Local Authority's common application form by **31<sup>st</sup> October 2018**.

Failure to complete the home Local Authority's common application form, even if the supplementary information form has been completed by **31<sup>st</sup> October 2018**, will mean that the Governing Body will not consider the application form for admission at TIBHS.

## **Priority Group B**

\*A maximum of 50% of the remaining places will be allocated to other applicants in the following order:

1. Looked after boys or a boy who was previously looked after, but immediately after being looked after was adopted or became subject to child arrangements or special guardianship order (see note 1).
2. Sons of staff employed at TIBHS for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 3)
3. Boys with a sibling who is a pupil already attending TIBHS at the time of both application and admission or was a former pupil of TIBHS (see note 4).
4. Boys for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at TIBHS.

Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at TIBHS (see note 5).

5. Boys attending The Olive School, Blackburn at the time of application.
6. All other boys who live nearest from home to TIBHS.

## **Allocation of places if either Priority Group A or Priority Group B are undersubscribed**

Following the admission of boys with a statement of special education needs or an education, health and care plan, if fewer than 50% of the remaining boys qualify for admission under Priority Group A, additional places will be offered using the criteria listed under Priority Group B until the admission number of 124 is met.

Following the admission of boys with an education, health and care plan, if fewer than 50% of the remaining boys qualify for admission under Priority Group B, additional places will be offered to applicants who were not allocated a place under Priority Group A. These applicants will be considered without reference to faith, in line with the over-subscription criteria in Priority Group B, until the admission number of 124 is met.

\*When an odd number of boys with a statement of special education needs or an education health and care plan are named to the school, we will round down the number of boys allocated places under priority group A to the nearest whole child. For example: if one boy with a statement of special education needs or an education health and care plan is named to the school, we will allocate 61 places in priority group A if there are 61 or more Muslim applicants.

## **Tie-breaker**

If any criteria under Priority Group A and / or Priority Group B are oversubscribed, then priority is given to those boys who live nearest from home to school. The distance is measured in a straight line from the front door of the boys' home to the main school entrance, using BwDBC's computerised mapping system.

If the distance between the boys' homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. BwDBC's School Admissions Team will undertake the random allocation process in the presence of a school representative.

## **Address**

The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used.

Parents will be required to provide proof of permanent address.

## **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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. Section 14A of the Children Act 1989 which 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 consideration for admission under criteria 2 and 3, the parent must complete the supplementary information form. The Governing Body will request evidence / written confirmation of membership / eligibility for membership benefits from the relevant mosque.
3. A boy is eligible for consideration when the parents complete the section on the home Local Authority's common application form.
4. Siblings refers to full, half, adopted, step, foster brothers or the son of the parents' partner, and, in every case, the boy must 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 condition must be satisfied:

- (a) Attendance at TIBHS until the end of year 11.

5. It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at TIBHS.

The supporting evidence from the professional must be submitted by 31<sup>st</sup> October 2018. If the evidence from the professional is received after 31<sup>st</sup> October 2018, then the Governing Body will accept this as long as it is received by 1<sup>st</sup> February 2019, at the very latest.

## **Multiple births**

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number.

## **Late applications**

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date. This will also apply to the late submission of the supplementary information form, where the application will not be considered under the Muslim faith and / or mosque membership criteria.

When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parents moving into the area after the closing date.
- Parents were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form.
- Parental / child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date for the late submission of the application form.

No late applications will be considered after 1<sup>st</sup> February 2019. These late applications 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. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

## **Waiting list**

Parents of boys refused admission for the TIBHS' year 7 group each September, will automatically be included on the waiting list for the school, where TIBHS is a higher preference than the school where the boy was allocated a place. Parents who wish their child's details to be included on the waiting for TIBHS, even though a place has been allocated at a higher preference school, should contact BwDBC's School Admissions Team.

The position on the waiting list is determined by the priority order of the admission policy for Priority Group A and Priority Group B. When the number of children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list from the relevant priority group. For example, if a place becomes available from Priority Group A, then a place is offered to the child who is at the top of the waiting list for Priority Group A. Where a place becomes available from Priority Group B, then a place is offered to the child who is at the top of the waiting list for Priority Group B.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires him to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

BwDBC maintains the waiting list in accordance with the school's oversubscription criteria, on behalf of TIBHS, until 31<sup>st</sup> December in the academic year of year 7 admission. Parents should contact the school, if they wish their son's details to be kept on the waiting list, from the spring term onwards.

The school maintains the in - year waiting list in accordance with the school's oversubscription criteria. As and when places become available they will be allocated to the child who is at the top of the waiting list for either Priority Group A or Priority Group B. For example, if a place becomes available from Priority Group A, then a place is offered to the child who is at the top of the waiting list for Priority Group A. Where a place becomes available from Priority Group B, then a place is offered to the child who is at the top of the waiting list for Priority Group B.

We will contact the parents of children on the waiting list in the summer term for each year group to ascertain if they wish for their child's details to remain on the waiting list.

## **Withdrawing an offer of a place**

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parents fail to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the Governing Body will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the boy has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the boy has been at the school. Where the boy has been at the school for less than a term, the Governing Body may consider it appropriate to withdraw the place.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of children who are already of secondary school age are required to complete the LA's relevant application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online). Parents must do this at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the Governing Body will consider applications to Year 7 from parents of children outside their normal age group, please note that the Governing Body is not bound by decisions made by another admission authority.

The Governing Body will make a decision on the request before the Secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:-

- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's, academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parents.

The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to the Governing Body about the decision not to admit their child outside their normal age group.

### **In - year admission**

In - year admission is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

The in - year admission process is managed by BwDBC. Parents are required to complete the application form, which is available from and returnable to BwDBC.

For some boys, it may not be possible to secure admission under the in - year admission process. Where this is the case, BwDBC will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For boys with a statement of special education needs or an education, health and care plan, the in - year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The child is offered a place if the Local Authority's Special Educational Needs Team names the school in the statement of special education needs or an education, health and care plan.

### **Appeals**

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission at TIBHS. BwDBC administers the appeals, on behalf of the school. Parents should contact the school for an appeal form

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school.

The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

## Re-appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2<sup>nd</sup> application from the parents because of a significant and material change in the circumstances of the parents, child or school but still refused admission.

## Consultation response

In accordance with paragraph 1.42 of the DfE School Admissions Code 2014 (Code), the interested parties outlined in paragraph 1.44 of the Code have an opportunity to comment on TIBHS' proposed admission arrangements for the 2019/20 academic year.

The consultation response period will last for 6 weeks i.e. 27<sup>th</sup> November 2017 to 7<sup>th</sup> January 2018. Responses to the consultation on TIBHS' proposed admission arrangements for 2019/20 academic year must be sent by email or letter by **7<sup>th</sup> January 2018**, at the very latest to:

Admissions Service  
C/o Tauheedul Educational Trust  
Adelaide Street  
Preston  
PR1 4BD  
Telephone: 0330 313 9836  
Email: [zaqir.patel@tetrust.org](mailto:zaqir.patel@tetrust.org)