



Tauheedul Girls

## **Tauheedul Islam Girls' High School**

**The admission arrangements are 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*

**Determined Admission Arrangements for 2017/18**

## **Determined Admission Arrangements for Tauheedul Islam Girls' High School for 2017/18**

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

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

### **Year 7 admissions for TIGHS for 2017/18 academic year**

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 2016.

Parent(s) / carer(s) who wish their child's admission to be considered under the mosque membership criteria are advised to complete and return the supplementary information form to the school by 31<sup>st</sup> October 2016.

All applications will be considered equally.

Parent(s) / carer(s) will be advised of the outcome of their application on 1<sup>st</sup> March 2017.

The published admission number for the Year 7 intake in 2017 will be 120.

All applicants will be admitted if 120 or fewer apply.

If the school is oversubscribed, the school will admit girls in accordance with the oversubscription criteria below, once all girls with a statement of special educational needs or education, health and care plan, naming the school, have been admitted.

## Oversubscription Criteria

1. Looked after girls or a girl 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. Girls whose parent / carer is a member of, or a woman who receives the membership benefits of, Masjid e Tauheedul Islam (see note 2).
3. Girls whose parent / carer 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. Girls with a sister who is a pupil already attending TIGHS at the time of both application and admission or was a former pupil of TIGHS or TIGHS Sixth Form (see note 3).
5. Girls for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at TIGHS.

Professional supporting evidence must be provided by the parent(s) / carer(s) 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 TIGHS (see note 4).

6. Daughters of staff employed at TIGHS or TIGHS Sixth Form 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 5).
7. Girls who live nearest from home to TIGHS.

## Supplementary Information Form

Parent(s) / carer(s) who wish their child's admission to be considered under the mosque membership criteria are advised to complete the supplementary information form, which is available from the school and is included in the BwDBC's composite prospectus for 2017 secondary admissions.

The completed supplementary information form must be returned to the school by **31<sup>st</sup> October 2016**.

Applicants **MUST ALSO** complete and return the home Local Authority's common application form by **31<sup>st</sup> October 2016**.

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 2016, will mean that the Governing Body will not consider the application form for admission at TIGHS.

## Tie-breaker

If any criteria are oversubscribed, then priority will be given to those girls who live nearest from home to school. The distance will be measured in a straight line from the front door of the girls' home to the main school entrance, using BwDBC's computerised mapping system. If the distance between the girls' homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tie-breaker. The random allocation process will be undertaken by BwDBC's School Admissions Team at the Council Offices in the presence of a school representative.

## Address

The address given must be where the child and parent(s) / carer(s) live permanently. It must not be the child minder's, grandparent's or other relative's address. If parent(s) / carer(s) 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 parent(s) / carer(s) receiving the child benefit will be used.

## 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 admission under criteria 2 and 3, the parent / carer must have been a member / eligible for membership benefits from at least January 2015. This will include children of women who receive membership benefits of the mosques named in criteria 2 and 3. This will be strictly applied. If you have not been a member since January 2015, you must enclose a supporting letter with the supplementary information form, stating your reasons for the late membership. Only in exceptional circumstances, such as moving into the current address recently, will the Governing Body consider waiving this requirement. The Governing Body will request evidence / written confirmation of membership / eligibility for membership benefits from the relevant mosque.
3. Siblings refers to full, half, adopted, step, foster sisters or the daughter of the parent(s) / carer(s) partner, and, in every case, the girl 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 conditions must be satisfied:

- (a) Attendance at TIGHS after the school joined the state maintained sector in April 2006 until the end of year 11,

or

- (b) Attendance and completion of studies at TIGHS Sixth Form from September 2012 onwards.

4. 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 TIGHS.

The supporting evidence from the professional must be submitted by 15<sup>th</sup> January 2017. If the evidence from the professional is received after 15<sup>th</sup> January 2017, then the Governing Body will accept this as long as it is received by 1<sup>st</sup> February 2017, at the very latest.

5. A girl will be eligible for consideration when her parent(s) / carer(s) confirm on their home Local Authority's common application form that they have been employed at TIGHS or TIGHS Sixth Form for 2 or more years at the time at which the application for admission is made, and / or they have been recruited to fill a post where there is a demonstrable skill shortage.

## **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 common 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 mosque membership criteria.

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

- Parent(s) / carer(s) moving into the borough after the closing date,
- Parent(s) / carer(s) 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 of the application form.

No late applications will be considered after 1<sup>st</sup> February 2017. 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 2017 will be treated as an in-year application.

## **Waiting list**

Parent(s) / carer(s) of girls who are refused admission for the TIGHS' year 7 group each September, will automatically be included on the waiting list for the school, where TIGHS is a higher preference than the school where the girl was allocated a place. Parent(s) / carer(s) who wish their daughter's details to be included on the waiting for TIGHS, 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 will be determined by the priority order of the admission policy and nothing else. When the number of girls admitted to the school drops below the published admission number, a place will be offered to the student who is at the top of the waiting list.

The position on the waiting list may change. They may move up or down each time a student is added or removed, or when the change in circumstances of the student requires her 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.

The waiting list will be maintained in accordance with the school's oversubscription criteria by BwDBC, on behalf of TIGHS, until 31<sup>st</sup> December in the academic year of Year 7 admission. Parent(s) / carer(s) are advised to contact the school, if they want their daughter's details to be kept on the waiting list, from the spring term onwards.

The in-year admission waiting list will be maintained by the school, in accordance with the school's oversubscription criteria.

## **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;
- Parent(s) / carer(s) fails 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 parent(s) / carer(s) fail to respond to the offer of a place, the Governing Body will give the parent(s) / carer(s) 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 on the basis of 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 girl 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 girl has been at the school. Where the girl has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

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

Parent(s) / carer(s) 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.

Parent(s) / carer(s) of children who are already of secondary school age must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parent(s) / carer(s) of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group) will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group 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.

Please note the Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s) / carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date, if at all possible.

If the request is agreed, the parent(s) / carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s) / carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

Parent(s) / carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s) / carer(s) to provide the Governing Body with all relevant information relating to this request which is outlined below:-

- Evidence to show that the child is currently or has previously been educated outside the normal age group and / or they may naturally have fallen into a lower age group if it were not for being born prematurely
- Letter from the Headteacher at the current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group
- Letter from the Headteacher at the current school regarding the child's social and emotional development and the likely impact of the admission
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist
- Medical history of the child along with a letter from the Consultant / GP outlining the benefits of admission outside their normal age group

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parent(s) / carer(s).

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 parent(s) / carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) 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 about the Governing Body's 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 2017 will be treated as an in-year application.

The in - year admission process is managed by BwDBC. Parent(s) / carer(s) are required to complete the application form, which is available from, and returnable to, BwDBC. Parent(s) / carer(s) who wish to apply under the mosque membership criteria must also complete the supplementary information form.

For some girls, 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 girls.

For girls who have a statement of special educational needs or education, health and care plan, in - year admission process will not apply. Their admission request will be dealt with by the home Local Authority's Special Educational Needs Team.

### **Appeals**

Parent(s) / carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at TIGHS. The appeals process will be administered by BwDBC, on behalf of the school. Parent(s) / carer(s) who wish to appeal should contact BwDBC's School Admissions Team who will send an appeal form on behalf of the school.

Parent(s) / carer(s) will be given 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, if they wish to 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 will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

### **Re-appeals**

Parent(s) / carer(s) 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 parent(s) / carer(s) because of a significant and material change in the circumstances of the parent(s) / carer(s), child or school but still refused admission.