



Tauheedul Girls

Tauheedul Islam Girls' High School and Sixth Form College

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' Sixth Form College for 2017/18

Tauheedul Islam Girls' High School and Sixth Form College (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.

Admission into TIGHS Sixth Form College is open to girls from year 11 at TIGHS and girls from other schools.

We aim to ensure that the girls will experience a high quality and stimulating education which will equip them to progress to courses at prestigious universities.

The overall capacity for Year 12 and Year 13 is 100. The published admission number which applies to girls requiring admission from other schools is 35 for both Year 12 and Year 13.

Entry Requirements

The minimum academic entry requirement that must be met by all girls requiring admission to the relevant level of study are:-

- (a) A minimum of 4 GCSEs at grades A*-B and a minimum of three GCSEs at grades A*-C, with at least a grade 'C' in GCSE English Language and GCSE Mathematics to pursue A Levels.
- (b) A minimum of 5 GCSEs at grades A*-C including English and Maths, for vocational courses.

There is also a requirement to have attained a minimum GCSE grade in order to pursue a specific A level subject. This also applies for some vocational courses. More details are included in the Sixth Form prospectus.

Girls who fail to obtain the necessary GCSE grades to meet the minimum entry requirements for the course of their choice will not be eligible for an offer of a place on that course. They may however be considered for admission for an alternative course, for which they meet the minimum course entry requirement.

Admission process

All applicants (internal and external) must complete the TIGHS Sixth Form College Admission Form. The form is available from TIGHS Sixth Form College. The completed form must be returned to the College by 12th December 2016.

Following receipt of the application form, the girls will be asked to attend a meeting at the College, with their parent(s) / carer(s). The purpose of the meeting will be to discuss the options the girls wish to pursue and the entry requirements which must be met. The meeting does not form part of the decision process on whether to offer a place or not.

Offers of places

A provisional offer of a place will be made to all applicants by 12th February 2017. This will be subject to the applicant obtaining the necessary GCSE results for (a) entry into the sixth form and (b) a place on the desired course. A deadline will be set for the return of the notice of acceptance of the offer of a place.

All applicants are required to advise the College of their GCSE results on 18th August 2017, or as soon as possible after they receive them. This will enable the College to confirm the final offer of a place by 24th August 2017 or shortly afterwards.

Girls with a statement of special educational needs or education, health and care plan, naming the Sixth Form College will be admitted.

Oversubscription Criteria

The oversubscription criteria outlined below, in priority order, will be used to determine applications if the college receives more applications than there are places available.

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 or TIGHS Sixth Form College at the time of both application and admission, or was a former pupil of TIGHS or TIGHS Sixth Form College (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 Sixth Form College.

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 Sixth Form College (see note 4).

6. Daughters of staff employed at TIGHS or TIGHS Sixth Form College 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 Sixth Form College.

Tie-breaker

If any categories are oversubscribed, then priority will be given to those girls who live nearest from home to the college. The distance will be measured in a straight line from the front door of the girl's home to the main college entrance, using Blackburn with Darwen Borough Council's (BwDBC's) computerised mapping system. If the distance between the girls' homes and the college 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 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 College 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 Sixth Form College.

The supporting evidence from the professional must be submitted by 12th December 2016. If the evidence from the professional is received after 12th December 2016, then the Governing Body will accept this as long as it is received by 12th January 2017, at the very latest.

5. A girl will be eligible for consideration when her parent(s) / carer(s) confirm on the TIGHS Sixth Form College Admission 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 application form, late applications will not be considered at the same time as applications that were received by the closing date.

Waiting list

Details of girls who are refused admission at TIGHS Sixth Form College will be kept on the waiting list, which will be maintained, by the Sixth Form College, in accordance with the 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

Admission of children outside their normal age group

Parents/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.

Parents/carers/students who wish to seek admission to TIGHS Sixth Form College outside the student's normal age group (whether they are currently placed in a lower year group than their chronological age or are already of college age), must submit a written request to the Governing Body for the girl to be admitted out of the normal age group.

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

If the request is agreed, the application will be processed as normal.

If the request for admission outside the normal age group is refused, the parent(s) / carer(s) / student must decide whether they wish to pursue an appeal or accept any other offer of a place from another admission authority or, in the case of a student who was seeking admission to a higher year group, the parent(s) / carer(s) / student may make a further application the following year for admission into TIGHS Sixth Form with their chronological cohort.

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

- Evidence to show that the student 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 student 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 student'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 student 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) / student.

The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the student concerned. The Governing Body will then inform the parent / carer / student

of their decision on the year group the student should be admitted to and will provide the reasons for their decision.

Parent(s) / carer(s) / students have a statutory right to appeal to an independent appeal panel against the refusal of a place at TIGHS Sixth Form College for which they have applied. As the purpose of the appeals process is to consider whether a student 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 the girl outside her normal age group.

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) / student 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) / student 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 college, 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 college. Where the girl has been at the college for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

In - year admission

In - year admission is the process of applying for admission into an existing year group within college. It does not refer to year 11 to year 12 transfer in September. The College will deal with any requests on an individual basis.

Appeals

Parent(s) / carer(s) / students have a legal right of appeal to an independent appeal panel against the decision not to offer admission at TIGHS Sixth Form College. The appeals process will be administered by BwDBC, on behalf of the college.

Parent(s) / carer(s) / students who wish to appeal should contact the college who will send an appeal form. Parent(s) / carer(s) / students 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/college.

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) / students 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 2nd application from the parent(s) / carer(s) and students because of a significant and material change in the circumstances of the parent(s) / carer(s), student or school but still refused admission.