



**HARMONY**  
Primary School

## **Admissions Policy**

**Aug 2023 V3.0**

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## 1. Statement of Ethos

Harmony Primary School was founded as a school with an Islamic ethos. We aim to provide an Excellent Education rooted in an Islamic Ethos.

All applicants are expected to give their committed, unreserved support for the moral code, principles, character and aims of the school.

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 faith of this school to apply for and be considered for a place at the school.

## 2. The Admissions Process

The main point of admission to Harmony Primary School for day pupils are at 5+. Admission at other ages is dependent upon the availability of places.

Having applied for a place for your child, you will thereafter be kept fully informed, by the School Administrator, of the progress of the admissions process. We do our best to avoid creating large waiting lists and to give you the earliest possible indication of whether a place will be available. We understand that in a matter as important as the education of one's child, the admissions process can be an anxious one and we endeavour to reduce this anxiety wherever possible.

The school considers itself a community in which each individual's needs should be recognised and each of its students' talents and aptitudes should be fostered. It is as a living and caring community that the school is committed to equal opportunities for children, parents and staff. The school will not discriminate against anyone on grounds of their racial or ethnic origin, culture, health conditions, circumstances relating to home life, gender, sexual orientation, religious beliefs or disabilities.

The school may not always have the requisite level of resources and expertise to provide an adequate education for pupils:

- who have a statement of needs, additional support and care requirements or have Special Educational Needs (SEN)
- who are at the very early stages of English as an additional language (EAL) hence such pupils may not be admitted to the School, discretion for which lays with the school.

Should a pupil be diagnosed as SEN once admitted, the school will support parents to source assessment by the appropriate authorities and follow the SEN code of practice which includes preparation of individual educational plans (IEP) or curriculum maps. A pupil is defined as having a Special Educational Needs (SEN) if he or she has a learning difficulty which requires special educational provision to be made for him or her. The IEPs will be shared with parents and reviewed termly.

### 3. Booking a Tour

In addition to Open Days, we offer you time to visit the school and get to know us, as we are, during the normal school day. You are most welcome to bring your children. The purpose of the visit is simply that we should meet and get to know each other in a relaxed setting, and that you should have an opportunity to see the school in action, experience its atmosphere, discuss its educational approach and ask any questions before deciding whether to proceed with registration.

### 4. Application Criteria

Places at the school will be allocated on the following criteria:

- i) Parents and pupils who are most aligned to the school's ethos & character, policy framework, including fees schedule and, any associated costs
- ii) Parents who demonstrate an acceptance of the school's policy framework including ability to abide by the published fees schedule
- iii) Pupils who score the highest mark in the entry tests
- iv) Pupils who have siblings on roll at the school at the time of their first day will be given priority.

### 5. The Application Timetable

- Applications are accepted all year round
- Entrance tests and interviews will take place following the applications receipt. A maximum of 2 Entrance test attempts will be permitted per child.
- Result of tests will be published within one week of the test taking place, tests are not shared with parents either before or after the assessments taking place

Mid-Year Admissions: Applications can be made at any time (multiple applications for the same year are not permitted).

### 6. Accurate Information

The school will take suitable action if information provided to it by parents/carers is found to be wrong or misleading; this may include withdrawing the offer of a pupil's place at the school. Parents/carers should therefore provide full and accurate information at the time of application and continue to notify the school of any changes in need, address or circumstances.

## **Offers to Siblings**

Priority is automatically given to siblings and places are likewise offered automatically unless there is some concern which requires us to discuss things further. We aim to have our lists of siblings clear one year in advance of the September of entry.

## **Offers to Non-Siblings**

The main factor in determining our non-sibling offers is the number of places remaining once sibling offers have been made. Only at this point are we in a position to know how many of our limited places will remain.

While it is regrettable, it is an inevitable consequence of our considerations of siblings, that we are unlikely to be able to offer places to all those non-sibling children whose parents have followed the registration procedure. It is not our intention to create such difficulties and we do our best to keep parents informed of the progress of their registration.

Parents of children to whom we are not able initially to offer places will be informed of this. However, experience shows that the circumstances of families can change and we almost always find ourselves able to make further offers of places during or after the end of the term preceding entry. Parents who are able to wait may therefore find that a place becomes available quite late in the day, for one reason or another.

## **7. Definitions of words**

“Home” means the place where the pupil lives with their parents or carer. If a pupil lives at more than one address it means the place where the pupil spends the most nights during the school week. It does not include the homes of grand-parents or aunts / uncles unless the families live together as a stable long-term arrangement. Proof of residence is required before the offer of a place is confirmed.

“Sibling” includes brothers and sisters, adopted brothers and sisters, half brothers and sisters, fostered brothers and sisters and step brothers and sisters. In all cases the siblings must be living at the same address as the sibling who attends the school and as the relevant parent / carer. A sibling does not include cousins or any other relatives.

## **8. Admissions Process**

The admissions process is available to view online and on the Admissions Flowchart, it sets out the stages and costs for each part of the process.

The admissions process is incomplete until all stages of the process have been successfully undertaken and a letter of admission has been issued which will be issued once all steps are completed fully.

