

## **Cambourne Crescent Islamic School – Policy on Admissions.**

### **Admissions Policy and Guidelines**

These policy guidelines are for those wanting to enrol their child/ren to the Islamic School which is run on Mondays and Wednesdays between 6:00pm to 7:30pm.

Narrated 'Uthman: The Prophet (SAW) said, "The best among you are those who learn the Qur'an and teach it." (Sahih Bukhari)

Cambourne Crescent is fully committed to equal opportunities in education. No applicant should be discriminated against on the basis of race, nationality, colour or ethnic origin. The school is run and administered by voluntary staff and Trustees.

#### **1. Age**

1.1 The child that is to be admitted must be at least in Year 1 of primary school. If your child does not meet the minimum age, we will automatically place the admission for the following year.

#### **2. Admissions**

2.1 All applications received are date stamped and dealt with in date order. New pupils start with the commencement of the new academic year each year in September. Admissions during mid-term affect and disrupt our classes, and it is very difficult to settle a child who joins mid-term in addition to issues such as "catching up". Thus admissions during mid-term are discouraged. There will however be a January intake of pupils which will be subject to assessment.

2.2 Applications must be submitted as soon as possible. The form can be downloaded from <http://www.cambourne crescent.org/forms-policies-procedures>.

2.3 If your admission is not successful for a reason other than not being the relevant minimum age, we will write, email or telephone you.

2.4 Any special circumstances, requirements and special educational needs must be reported to the School Lead prior to admission; this includes expulsion from a previous establishment, behavioural problems, disabilities and any other such piece of information that would be of interest to the School.

#### **3. Times and Attendance**

3.1 Our School runs on Mondays and Wednesdays between 6:00pm to 7:30pm during term time.

3.2 The School undertakes punctuality and more broadly attendance very seriously. Students arriving more than 10 minutes late will be given a warning. If they arrive late two or more times in any week without a valid reason they will be given a detention.

3.3 Parents/Guardians must carefully consider the implications of taking their child/ren out of the School during term time. In our experience this can have a negative effect on the child's education. However, we do recognise that it is sometimes unavoidable to take your child out of the School during term-time. For such occasion we would allow up to 3 weeks in the academic year. Any child that is absent for more than for more than three weeks without providing a valid reason before the absence begins will be removed from the register and will have to re-apply for admittance. The re admittance is not guaranteed and will be subject to a place being available and a higher administration charge of £50.00 will apply. All communication in relation to attendance and punctuality must be through the School Lead.

Persistent short term lateness or absences will also be treated seriously.

#### **4. Drop off and Collection**

4.1 For the safety and security of the children and the School, parents/guardians are not permitted to enter any of the classrooms unless agreed in advance.

#### **5. Homework**

5.1 Please ensure your child completes all their homework. Where a homework booklet/sheet is provided, it must be signed by either parent/guardian and returned to the teacher within the deadline given.

5.2 If the child does not complete his/her homework, the teacher at its sole discretion may impose a sanction such as a detention. If there is a valid reason why the homework set was not completed on time, it is the parents'/guardians responsibility to notify the teacher in writing.

5.3 Parents/guardians should ensure their children prepare at home and familiarise with their lesson in advance of arriving to the school. The School teaching staff can liaise with parents to support them on this.

#### **6. Communications**

6.1 From time to time, parents will receive letters or communications by electronic media pertaining to their child and the school. Where necessary, hardcopies will be distributed.

#### **7. Fees and charges**

7.1 All parents/guardians are responsible for paying the appropriate fees on time. The fees are to be paid monthly.

7.2 If parents/guardian has problems paying fees on time, or there are financial difficulties preventing payment, you are advised to inform the School without delay.



August 2017

Charity Registration Number: 1174750

7.3 The current fees are £20.00 per month per child with a 50% discount for each sibling. Fees will be reviewed periodically and if there are any changes, parents will be notified in writing with at least one months notice.

7.4 Fees can be paid by monthly Standing Order into the bank:

*Cambourne Crescent  
Natwest, 81 High Street, Bedford, MK40 1YN  
Account No: 62412930; Sort Code: 60-02-13*

## **8. Miscellaneous**

8.1 Parents will be informed, if the School Lead or class teacher feels your child is not making sufficient progress due to lack of effort. If there is no further improvement we will arrange a meeting with the parent/guardian.