

ADMISSIONS / FEE/ WITHDRAW POLICY

Admissions

Introduction

The School applies the regulations on admissions as fairly and equally as possible to all those who wish to attend this school.

Aims and objectives

Maintaining an Islamic ethos and promote high standards and achievement.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

We are an inclusive school that welcomes children from all backgrounds and abilities.

Our school does have criteria of admission, preference is given to families who have:

Other siblings in the school

Date of application

Islamic commitment

Live locally

Ability to pay the fees

Behaviour at Nursery

Supportiveness of parents

Attendance at nursery

How parents can apply for their child to be admitted to our school

Application forms can be obtained from the School Office or our website and should be completed as soon as they are received to avoid disappointment. The school notifies parents about the school place as soon as all the applications have been considered.

Admission appeals

If we do not offer a child a place at this school, it is more than likely because we do not have space available. Parents are more than welcome to appeal the outcome of their child's application to the Directors.

Class Size

We teach children (aged three to sixteen) in classes that have a maximum number of 30 Children. Some classes however will have a smaller maximum number due to building restrictions.

Fees

Admissions fee that you pay one off each year is £10.00

Our fees are £10 a day, we ask parents whom to wish to pay either monthly basis, quarterly or yearly. The payment of each month and year will differ due to number of weeks per term and any holidays there maybe during the term.

Discounts

If you have more then one children coming to the school we have sibling discount of 10% off. If you recommend anyone we have a discount of £10.00 per successful recommendation.

Charges

Any late fee payment incurs an additional charge of £5.00. Late fee is required to pay immediately.

Withdraw

If you would like to withdraw your child from the school you are required to provide 4 weeks notice in order to give the school ample time to replace the student leaving. If you withdraw your child without any notice and would want to come back again then a placement is not guaranteed and you will be required to pay a new registration fee and be placed on a waiting list.

Exclusion policies

Constant bad behaviour will cause a child to be put on behaviour report. They will receive three chances to rectify their behaviour. If the student's behaviour does not change then they will receive two weeks exclusion. Upon their return they will receive three more chances. If their behaviour is still unacceptable then this will result in to permanent exclusion.

Review

This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.

Olive Tree Study Support

