



# Admissions Policy

When completing the School Application Form, received from the school reception or posted out, it should be noted that we are an independent school. As the school cannot guarantee a place, it is important that you also apply for other schools in your area.

The school receives a huge volume of application forms for only 40 places that are available in Year 7. Parents should be aware that places are not guaranteed and are on the basis of your daughter's application, entrance exam results and in some cases an interview with the Head teacher/Principal.

Pupils are not allocated places under the distance criteria. In this way a chance of being educated at Olive High is still offered to pupils who may live further afield and in neighbouring local authority areas.

Siblings already at Olive High are given priority. Siblings are considered to be full sisters who will be living permanently with them at the same address.

Reserve List - The school will hold a waiting list for applicants who have been successful in the application and assessment process, but have not been offered a place. If a place becomes available, places will be allocated from this reserve list that has been vacated and strictly in order of the admissions criteria below.

Parents wishing to admit their daughter during term time at Olive High should follow the standard application process and complete an application form and only in exceptional circumstances and if space is available we would offer places during the year.

Parents/ guardians can appeal for any refused application. Parents need to appeal in writing to Mr Ubaidullah Razzaq (Governor).

## **1 Introduction**

The Governing body of Olive High applies the regulations on admissions fairly and equally to all those who wish to attend this school. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. We see all pupils and potential pupils, and their parents and carers, as of equal value in respect of the protected characteristics named in the Equality Act 2010.

*Please refer to Equality policy for more details*

## **2 Aims and objectives**

2.1 We are an inclusive school that welcomes pupils from all religions, backgrounds and cultures provided they respect the Islamic ethos of the school. Pupils are required to sit an entrance exam to ascertain baselines.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 Providing the pupil achieves the required standard in the entrance exam, the main restriction we place on entry is that of number. If the number of pupils applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a pupil is accepted or not.

## **3 How parents can apply for their daughter to be admitted to our school**

3.1 As our school is an independent school, the school determines the admission arrangements in agreement with the Governing body.

3.2 In this school, pupils enter school in the academic year they become eleven. Pupils are admitted mainly in the first week in September. However, admissions may be made during the year provided there are places available. Therefore, parents who would like their daughter to be admitted to this school during the year should either contact the school office for registration information or obtain it from the school website and complete the necessary application form as soon as possible.

3.3 Priority is given to siblings of pupils already in the school, for whom a fee discount is given. Further information related to admissions can be obtained from the school office.

## **4 The standard number**

The standard number for our school is 144 in total at any one time. We keep this number under review and the Governing body will apply to change the number if circumstances allow.

## **5 Entrance Exam**

Your child will sit a number of tests prior to starting the school. This will give us a better understanding of their transition from KS2 and a baseline for entrance into the school.

## 6 Documentation

Parents and pupils must agree to abide by all of the School's terms and conditions. Prospective pupils must provide the following:

- National Curriculum KS2 Attainments (SATS)
- Latest School report

## 7 Interviews

The school will interview your child and both parents/carers if need be. This will help us to understand you and your child better. It will also give us the chance to reassure you and your child on a one to one basis.

## 8 Special Educational Needs

### Admission Arrangements

The school endeavours to provide appropriate support for pupils with a range of learning difficulties when it is reasonable to do so. Hence, each application will be treated on its own merits.

## 9 In-year admissions

Olive High will take admissions for year 7 applications for the current year 7 cohort between September and December. We do not take mid-year admissions in year 7 (*after December*), year 8 and year 9 unless and only in the event if there is space available in the year and under **extenuating** circumstances. The final decision for this will lie with the headteacher.

Olive High does not take mid-year applications in year 10 and 11.

## 10 Selection

In selecting pupils for admission, the School report, SATS results and references and both parent's/carer's and student's willingness to cooperate with the School will be taken into account. Offers of places are made on the basis of a candidate's and parent's performance in the interview and merits of the supporting documentation.

## 11 Pupils changing or transferring schools

If a pupil starts another school at any point in the year, the pupil will automatically be deregistered from the school roll from the '**start date**' in the new school or upon notification and date given from the parents (*whichever is earliest*). We should be notified by the parent in the first instance, or the new school. In any case, once we receive confirmation that the child has started another school, the child will be taken off our school register.

*If a pupil wants to re-join Olive High, they must restart their application process which will be considered in accordance to the 'In-year admissions' policy above.*

## 12 School Fees

School fees are paid in four instalments over the year. At present the dates are as follows and are open to change. For new pupils transitioning from primary to secondary the first instalment will be paid at the time of application approval and then normal as per dates thereafter.

- First instalment 1<sup>st</sup> week of September - £550 (*non-refundable*)
- Second instalment 2<sup>nd</sup> week of December - £550
- Third instalment 3<sup>rd</sup> week of February - £550
- Fourth/final instalment 4<sup>th</sup> April - £550

In the event of non-payment of fees after a letter has been sent or fees that are outstanding over a period of 1 month after due date a pupils name can be taken off the school register.

## 13 School Uniform

- Maroon Cardigan (year 7 to 9): Cardigans must be maroon in colour with the school logo embroidered.
- Maroon Blazer (year 10 and 11): Blazers must be maroon in colour with the school logo embroidered.
- White headscarves: The headscarves should be elasticated, folded under the chin, taken round to the back of the neck and the ends tucked in - this conforms to health and safety requirements (no pins).
- Trousers: Full length grey straight plain trousers. Baggy trousers (including flares), jeans and chinos are not acceptable, nor are trousers with zips, buttons or embroidery as decoration.
- Long ankle length dress (year 7 and 11): The dress (Abaayah) should be grey in colour and should be in uniform to all the girls.
- White coloured t-shirt: Under the dress, the girls should wear a white 'collared' t-shirt or shirt.
- Shoes: Only plain black shoes may be worn. Shoes must be sensible and flat.
- School bag: Sensible school bags should be chosen
- No jewellery
- No make-up

### Our P.E. uniform is as follows:

- Black tracksuit bottoms or jog pants
- White / black trainers or pumps
- Long sleeve Polo shirt with school logo embroidered
- Black elasticated scarf (*optional*)

## Review

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

For admission, enquiries, please contact the school office on: 01282 - 835493

Email: [info@olivehigh.co.uk](mailto:info@olivehigh.co.uk)

To arrange an appointment with the Head Teacher please contact the school office on 01282 - 835493

<b>Date approved by SLT and Board of Governors</b>	<b>Date of next review</b>
<b>01/09/22</b>	<b>01/09/23</b>