



## MADANI GIRLS SCHOOL

### ADMISSIONS ARRANGEMENTS 2025-26

#### Introduction

- 1) Madani Girls School is a girls designated voluntary aided faith school. It provides education for all its pupils in a safe and caring environment where faith-based Islamic values and practice permeate every aspect of the school's activities. We expect all parents/carers applying for a place for their child, whether they are from the Islamic faith, another faith or no faith, to respect our ethos and values, and their importance to the school as a learning community.
- 2) The admissions authority for Madani Girls School is its governing body. In determining and administering these arrangements, the governing body follows the requirements of the School Admissions Code and School Admission Appeals Code. Unless specifically stated in these arrangements, the school follows the coordinated admission arrangements set out for Leicester City local authority's area. These admission arrangements were determined by 28<sup>th</sup> February 2024.

#### Admission number

- 3) Madani Girls School will have 90 students in each group (Year 7 – 11) for the academic year 2025-26 and subsequent years.

#### Catchment area

- 4) Madani Girls School does not have a designated catchment area.

#### Application process

- 5) Each application for a place at the school must be made through the co-ordinated admission arrangements for the local authority area in which the child lives. Applications must be made on the Common Application Form (CAF) provided and administered by the relevant local authority. They must be submitted to that local authority by **Thursday 31<sup>st</sup> October 2024**. Late applications will be considered after on-time applications and will be considered under the same admissions criteria, if places are still available.
- 6) Parents / carers resident in Leicester City can apply online through Leicester City Council's website: <https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/>. If you do not have access to a computer or the internet, you can use one at most Leicester City's libraries or alternative locations. Please visit the Local Authority website for public PC access. You can also seek advice from the admissions team by telephoning 0116 454 1009 (option 1) or by emailing

[admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk) .

- 7) Parents / carers resident in other local authority areas must apply through the Common Application Form (CAF) from the local authority in which they live.
- 8) Parents / carers who wish to apply under the criteria for faith-based admissions (*the religious practice check - see paragraphs 27 to 31*) **must** in addition to completing the Common Application Form, complete the Madani Schools Federation Supplementary Information Form (SIF). The SIF must be returned to the school by **Thursday 31<sup>st</sup> October 2024** (School Reception closes @4pm).
- 9) The SIF must be completed and signed by a parent / carer (section 1). The answers given by the parent / carer total to a score of up to 11 on the religious practice check. This score can be increased to a maximum of 15 by arranging for the form to be completed and countersigned by the Imam who knows the child / family (section 2 – additional 2 points) and the headteacher /principal of the properly constituted madrasah that the child attends (section 3 – additional 2 points).

### **Admission criteria**

- 10) The governing body will consider all applications for places. Where fewer applications are received than the agreed admission number for a year group (for which the application is submitted), places will be offered to all those who have applied.
- 11) Where the number of applications is greater than the agreed admission number for a year group (for which the application is submitted), Madani Girls School will first accept all children with a statutory Education, Health and Care (EHC) plan (*Children and Families Act 2014*) that formally names the school via the Local Authority.

### **Oversubscription criteria**

- 12) After the admission of pupils with EHC plans, the governing body will apply the criteria below in the order in which they are set out:
  - a) looked after Muslim children and previously looked after Muslim children who have a religious practice check completed
  - b) Muslim children who have a religious practice check completed and who have or will have a sibling in the school or the co-located boys school at the time of admission
  - c) Muslim children who have a religious practice check completed and who have a parent employed at the school for two or more years at the time of application
  - d) Muslim children who have a religious practice check completed

*In the event of more applications than places under criteria b), c) or d), priority will be given to those who have the highest scores in the religious practice check. In the event of tied scores in the religious practice check and fewer places than applications, then places will be offered to those living closest to the school measured by the straight line distance from the child's home to the school, as administered by the Local Authority.*

- e) any other looked after children or previously looked after children
- f) children of other faiths whose application is supported by a formal letter from a minister of religion which confirms that the child has worshipped in accordance with the faith at least twice a month for a period of a year
- g) any other children.

*In the event of more applications than places under criteria e), f) or g), priority will be given to those living closest to the school measured by the straight line distance from the child's home to the school, as administered by the Local Authority.*

*If, in using any of the criteria b) to d) and f) to g), two or more children live the same distance from the school and there are more applications than places available, then the final place(s) will be allocated randomly. This process will be independently verified with the Local Authority.*

### **Arrangements for admitting pupils other than at the start of the school year**

- 13) The school will consider all applications to year groups in which the school provides education. The school will admit the child if the year group applied for, contains fewer pupils than the published admission number (PAN) for this year group.

### **Arrangements for admitting pupils outside their normal age group**

- 14) The school will normally admit pupils into the designated year group for their age. Parents / carers may request a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health.

Applications for children outside their normal age group need to be made in writing, giving reasons for the request as well as any relevant evidence. Any parent/carer considering this should contact the school to discuss the implications of this arrangement before applying. All aspects of the application process will need to be completed.

Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the school will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent/carer, and take account of:

- the parent's / carer's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **Operation of waiting lists**

15) Waiting lists will be maintained for unsuccessful applicants. The list will be maintained by the school and it will be open to any parent / carer to request their child's name to be placed on the waiting list for the relevant year group applied for. The school will operate a waiting list for each year group until the end of school year. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria.

16) Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

### **Fair access protocol**

17) Madani Girls School will participate fully with the Leicester City local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

### **Children of UK service personnel**

18) The governing body aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address or quartering area address for admissions purposes for a service child.

### **Right of appeal**

19) The parents / carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is coordinated by the Local Authority

under the School Admission Appeals Code 2022. Details of how to make an appeal will be provided by the Local Authority when a parent / carer is informed of a decision to refuse their child a place at the school.

- 20) The right of appeal extends only to the refusal of a place for a child. It does not apply if the child is offered a place but the place is not in the preferred year group.

### **Concerns about applications**

- 21) As the admission authority for the school, the governing body has the right to investigate any concerns it has about an application. The governing body may withdraw an offer of a place if it is informed that parents / carers have made a fraudulent claim or provided intentionally misleading information, such as a false address. The governing body reserves the right to respond to any information provided so it can apply the oversubscription criteria accurately and fairly.

### **DEFINITIONS**

#### ***Looked after children***

- 22) 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, in England (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- 23) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admissions Authority (of Madani Girls School) to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 24) 'Previously looked after children' 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).
- 25) Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- 26) Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **Meeting the religious practice check – Islamic faith applications**

- 27) A child completes the religious practice check if:
- the Federation's Supplementary Information Form (SIF) has been submitted to the school by **Thursday 31<sup>st</sup> October 2024**; and
  - all the questions in Section 1 have been answered and the form has been signed by the child's parent/carer.
- 28) The SIF can also be completed and countersigned to increase the score on the religious practice check. For the countersignature to be acceptable:
- the questions in Section 2 have been answered by an Imam who knows the child / family and the Imam has countersigned the form; or
  - the questions in Section 3 have been answered by the headteacher of a properly constituted madrasah the child attends and the headteacher has countersigned the form; or
  - both Sections 2 and 3 have been completed and countersigned as above.
- 29) The maximum score on the religious practice check is achieved by the number of questions answered "Yes" over all three sections of the form.
- 30) For the purposes of admission to Madani Girls School, a properly constituted madrasah is a madrasah registered as a company at Companies House and / or registered as a charity with the Charity Commission and / or a madrasah registered with a URN (Unique Reference Number and / or a LAESTAB (Local Authority Establishment / DfE Number).
- 31) Regular attendance is defined as attendance for 90% of the available prescribed time.

## **Siblings**

- 32) A sibling is defined as:
- a natural brother / sister resident in the same household
  - another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted brothers / adopted sisters, half-brothers / half-sisters, step-brothers / step-sisters, and foster brothers / foster sisters but not including cousins or nephews / nieces)
  - any child in the household where the parent/carer of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.
- 33) In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the applications will be considered together as one application. The school may then exceed its published admission number.

## **Home address and parental responsibility**

- 34) *This is the address where the child lives for the majority of the school term time with a parent / carer who has parental responsibility as defined in the Children Act 1989 and where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This could include a person who is not a parent but who has parental responsibility for the child.*
- 35) *At the time of application, in the case of a child who normally lives during the school week with more than one parent / carer at different addresses, the home address for the purpose of the school admissions application will be that of the legal parent / carer who lives closest, as measured by GEOCODE. If a family has more than one home, the home address where both the legal parent / carer and your child normally live for the majority of the school term time can be verifiably demonstrated will be selected. In either scenario, if you can evidence that your child spends an equal amount of time at both addresses during school term time, you may be able to choose which address to use on the application.*

## **Distance**

- 36) *Distance will be measured in a straight line using Leicester City Council's geographical information system from the GEOCODE reference point for the child's home address to the GEOCODE reference point for the school (the 'reception' gate at the main entrance to the school on Evington Valley Road).*

## **Employment**

- 37) *An individual person is employed by the school if that individual has a written contract of employment at the school for two or more years at the time at which the application for admission to the school is made.*