



# Zaytouna Primary School Admissions Policy 2022 - 2023

## Admissions Policy 2022-2023

### **Procedure for Admitting Pupils to Zaytouna Primary School**

Zaytouna Primary School provides for the needs of children within the 4 to 11 age range. The school aims to provide education for all pupils in an Islamic environment where Islamic practice forms an integral part of the daily experience and curriculum.

We ask 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.

The school participates in the Derby City Council's co-ordinated scheme and timelines.

### **Admission Number**

1. The school has the following agreed admission number:

- a) 60 pupils in Reception year.

Admission Number for Primary Provision (Age 5)

2. Zaytouna Primary School has an agreed admission number of 60 places in Reception year.

The school will normally admit pupils to primary education at a single point at the beginning of the school year in which they attain the age of 5. Parents have the right to defer admission or request a part-time place for their child until the term in which their children become five (5) years of age.

3. Arrangements for applications for places at Zaytouna Primary School will be made in accordance with Derby City Council's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.

- a) By 15th January – Parents complete the Common Application Form (CAF) and return it to the LA to administer.

Parents who wish to make an application and live outside Derby City must apply via their own Local Authority.

- b) 16th April – The Local Authority the child resides within will inform parents of the outcome of their application.

## Consideration of Applications

4. Zaytouna Primary School will consider all applications for places at the school. Where fewer than the published admission numbers for the relevant year groups are received, the school will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

The school will accept all pupils with a statutory right to a place at the school through an Education Healthcare plan, subject to being able to meet the needs that have been identified.

## Procedures where Zaytouna Primary School is oversubscribed

5. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

### Admission to Reception (Statutory Age 5) – Oversubscription Criteria

6. After the admission of pupils with Education Healthcare plan needs, criteria will be applied for the remaining places in the order in which they are set out below.

- a) Looked After children and previously Looked After children\*.
- b) Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years.
- c) Children who have a sibling at the school at the time of application and admission.
- c) Up to 50% of places will be offered to children of the Islamic Faith as defined in a completed supplementary admissions form. Applications not allocated a place under c) above will be added to and considered equally alongside those in category d) below.
- d) Up to 50% of all places will be offered to children without any reference to faith.  
(\* see definitions)

In the event of oversubscription, within any of the above criteria, preference will be given to children who live nearest to the school as the crow flies\* (see definitions). In the event that two or more distances are exactly the same, Zaytouna Primary School will use a method of random allocation by lot, drawn by an independent person outside of the school.

## Operation of Waiting Lists

7. As required by the Schools Admissions Code, Zaytouna Primary School will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our oversubscription criteria as described in paragraph 6 above.

8. For clarity, separate waiting lists will be created for category c) and category d) above and places allocated from the relevant list should a place become available, i.e. if a non-faith place becomes available it will be filled from the non-faith waiting list. Only if there are no pupils on the relevant list shall the place be offered to the next pupil on the alternative list.

Both waiting lists will be amended accordingly, in line with the published oversubscription criteria, when a new pupil is added.

### **Arrangements for In-Year Admissions**

9. Zaytouna Primary School will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the school directly for an application form.

10. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the school will consider all such applications and if the year group applied for has a place available, admit the child.

11. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Fraudulent Information**

12. If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, Zaytouna Primary School reserves the right to withdraw the place. In certain circumstances places may be withdrawn after a child has started at the school.

### **Right of Appeal**

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.

14. If refused admission you should contact the school at the address below to lodge an appeal:

Zaytouna Primary School  
500 London Road  
Derby  
DE24 8WH

Please mark your envelope 'Admissions Appeals'.

### **Fair Access**

15. Zaytouna Primary School participates in Derby City Council's Fair Access protocol.

All schools, including Voluntary Aided schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

## Definitions

### 1. Definition of 'Looked After' Children and Previously 'Looked After' Children

In accordance with the Education (Admissions of Looked After Children) (England) Regulations 2006 and in accordance with Section 22 of the Children Act 1989, a 'looked after child is defined as:

- A child who is in the care of a Local Authority at the time an application for admission to the school is made.
- A child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the school.

Previously Looked After children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously Looked After children are those who were adopted immediately following having been looked after.

### 2. Definition of Siblings and the Position of twins

Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

### 3. Definition of the Distance to an Intending Pupil's Home

Proximity is measured as the straight line distance from the school's main reception to the front door of the child's home. This 'straight line distance' will be determined using the National Ordnance Survey set points. Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the school than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the school than any subsequent dwelling counted clockwise.

### 4. Home Address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used.

Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

**This policy will be reviewed annually.**