Rawdhatul Ilm Wal Huda, 32 Moss Street, Blackburn, BB1 5JT

Admissions Policy

Every applicant is a winner, whether they get a place or not.

Prophet Muhammad PBUH mentions,

"How good is the situation of a believer, all his affairs are good for him. If something good reaches him, he is grateful to Allah which is good for him (and rewarding); if something bad happens to him, he is patient which is good for him (and rewarding)." [Saheeh Muslim]

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The following outlines our admissions procedure and arrangements for Year 7, also for other year groups and also for post 16 age. Further, any further information regarding appeals etc. will outlined.

General information

Before applying for admission, parents are advised to find out more information about the school by visiting our website, ringing the school or emailing the school. It would be best to visit our website as all the relevant information will be uploaded onto the website.

Application procedure

1. You must complete your home Local Authority's common application form by 31st October. If you are resident in the area administered by BwDBC, then you can either apply on-line at www.blackburn.gov.uk or complete the paper form, which is available from BwDBC. Although we are an independent school. And the process of application for us does not need to go through the local authority (BwDBC), we **strongly advise** all parents to fill that form in as we cannot guarantee a space will be given for your child. The large number of applications we receive simply means we will not be able to take on all the students.

2. The application process for our school will be completed in the following steps:

   - On the home page of our website, a link to the relevant pre-application forms will be available throughout the year. The usual times for the link for pre-application forms are as follows (although currently until a smooth and complete running function of the school, the timings maybe different so the parents/guardians are requested to keep checking our website frequently for any pre-application windows currently open).
   - We only take applications of children within their normal age group. Hence, we would not take in a Year 7 student who is 'outside' their normal age group (whether this is higher or lower). If a parent/guardian wishes to apply for a child outside the normal age group, they would need to email us and discuss. The application panel would look into each case and then decide.

Pre-application form on website	Year group
September to December	New Year 7
February to March	New Year 8-Year 11
February to March	New Year 12 onwards

Note: We may not have a pre-application form available for the Year 8 to Year 11 group from February to March during some years if there is no space availability.

- Once the pre-application form is received by us, we will contact the parents/guardian via email prior to the next stage beginning in a follow-up email. This would usually be:

Pre-application form on website	Year group
December	New Year 7
April	New Year 8-Year 11
April	New Year 12 onwards

- In the follow-up email, we will send details of any interview/assessments dates and time.

- Approximately 1-2 months after the interview/assessment stage is complete. We will inform the parents/guardians regarding the outcome via email. This outcome will be based on the decision taken by the admissions committee after taking all the circumstances into consideration.

3. Unless there are exceptional reasons for the late completion and submission of any forms, the applications will not be considered.

4. You are allowed to name **three** different schools on the council application form in preference order. Please do remember that we are not obliged to take on students via the council, hence please ensure you do write the names of other schools (state funded) appropriate schools on that form, otherwise you may be left without a school of your choice. Also, You are advised not to name the same school more than once or to only name one school, as by doing so, you may limit the chances of gaining admission into one of your preferred schools.

5. The admission into the school is decided by a the admission team. Their judgement will take into consideration a few factors, including but not limited to:

- Number of spaces we have available – as we can only offer admissions up to a certain number (despite having a great number of people applying), we will have to decline many students places due to lack of space,
- Taking students from a range of cities and towns around the country,
- Taking students from poor-performing places or cultures,
- The child being able to manage both the studies that every child must do that enrols at our institute – the secular studies along with the Islamic studies,
- The child being able to manage the long days we have at our school, especially as the student advances to the higher years,

- Interview/assessment process performance,
- Any other reports requested,

6. When the application is finally complete (generally around the dates/months mentioned above), the institute will email out the results.

7. If a place is granted, then the confirmation email will outline the following steps the parents/guardians need to take for confirming the place – this will include the payment of an initial admissions fee and also the completion of the actual admissions form.

8. If you are offered a place at the institute, however, for some reason you are no longer interested in the offer, then please do inform us via email to remove the applicants name. This will allow us to offer this place to a child who could not initially be offered admission.

9. If a place is **not** granted, then the 'application rejected' email will mention that the parents/guardians do **not** need to contact us for placing the child on the waiting list. Rather, the child will automatically be placed on the waiting list, if any space becomes available, the school, after consultation with the admissions team, will contact the parents'/guardians' of the child on the waiting list who the institute wishes to grant a place to. Please do not send emails individually to the institute to add the students onto the waiting list.

10. If a place is **not** granted, then the parents/guardians will have the chance to appeal. The admissions team will take each appeal independently and consider them. Thereafter, they will reply to the email in a timely manner.

11. The appeal should be sent in via email as a reply to the 'application rejected' email. The appeal should be sent in within 2 weeks of the confirmation email. Thereafter, the application panel will reply within a month.

Address

12. The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the School may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used. Parents may be required to provide proof of permanent address.

Change of address

13. Parents must provide the council tax document evidencing the end of residency in

their previous home and the current council tax document evidencing occupancy at the new home.

In addition, you are required to provide at least one of the following documents:

- Proof of purchase / tenancy agreement;
- Current utility bill;
- Current bank statement;
- Current driving licence;
- Letter from your GP.

Withdrawing an offer of a place

14. The school reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parents fail to respond to the offer of a place within a reasonable period of time;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the school will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the school will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The school will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the school may consider it appropriate to withdraw the place.