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# Admissions Policy

We are delighted that you are considering Crystal Gardens Primary School for your child. We recognise that selecting a school for your child will be one of the most important decisions that you will make as a parent, involving much investigation and discussion. The decision process can be a daunting experience. The main point of entry is from 4 years of age into our Reception, however, we admit pupils in to any year group that has available space.

Crystal Gardens Primary School admits pupils under the following guidelines:

* Priority is given to siblings of families who already have a child studying at the school.
* Admissions other than the above are dealt with on a first come first serve basis.
* However previous school/madrasah reports on academic performance and behavioural issues will be checked and if school feels they are unable to accommodate a child parents will be advised on this.
* We welcome children from different religious, ethnic, racial groups and backgrounds.
* Parents must take account of the fact that we are a Muslim faith school who follow the Hanafi school of thought and we will uphold these beliefs and values.
* Parents are advised to put in applications well in advance to avoid disappointment. Applications for siblings must also be handed in well in advance. If places have already been taken there is a chance your child may be refused a place.

**Admissions Procedure**

* Parents are asked to request an admission form and prospectus and arrange a suitable time to visit the school if they so wish.
* Completed application forms need to be sent back to school for the child to go onto the waiting list.
* The school will contact parents once a place is available.
* Places will only be confirmed once a birth certificate has been obtained and the non-refundable deposit of £100 has been paid.
* All parents will be expected to sign a school-parent agreement.
* If a child is unsuccessful in obtaining a place and parents wish to appeal they are welcome to do so in writing to the head teacher.
* Once enrolled any students not meeting the standards expected from school will not have their admission renewed for the following academic year and will be asked to look for an alternative provision. This will be after attempts have been made to rectify the situation and meetings have been held with parents.

**Fee Payments**

* School fee increases by £100 each year. Fee must be paid in one of two ways: as a lump sum at the beginning of the year or as a monthly standing order of 10 instalments over 10 months.
* Failure to keep up with fee payments will result in a phone call home as a verbal reminder to pay fee. Failure to make a payment will result in another phone call home as the second verbal reminder. Failure to still pay fee will then result in a written reminder as an email/letter with an ultimatum of what date outstanding fee needs to be paid by. Failure to do this will result in your child’s name being removed from the school register and the relevant authorities being informed.
* If a parent decides to pull their child out of school mid-term then the full fee for that term will still be payable.

**Verbal/ Physical Abuse Towards Staff**

* School has a complaints procedure in place for parents wishing to make a complaint.
* Any abusive behaviour, verbal or physical towards any member of staff will result in the child being removed from the school register and the relevant authorities being informed.

**Elective Home Education**

* Where parents express a wish to home educate their child/ren, we will as a school arrange a meeting with parent/s to ensure that they have the best provision in place for their child prior to the final decision to home school. This is especially important if a child is SEND, vulnerable or has a social worker. Representatives from the local authority or other key professionals may also be present at this meeting.